



*An International Ecumenical Centre for Peace Research and Action*

## **Guidelines for Contributors**

Please double-check that all information is entirely correct before submitting your manuscript.

**Length:** Contributions should not exceed 2000 words.

**Font:** Times New Roman, size 12 p, 1.15 spacing. Endnotes in 10 p, and Arial, 1.0 spacing.

**File type:** Only contributions in MS Word will be accepted

**Title:** The title of your article should not exceed 10 words

**Sub-titles and headlines:** must be less than 15 words, indicate these by highlighting in **bold**

**Acronyms:** Do not use acronyms without explaining them. Use the following way of presenting acronyms, with the full name first and the acronym within brackets afterwards:

e.g Life & Peace Institute (LPI)

When you have written the full name of an organisation etc, **don't write the acronym if it does not appear again later in the text.**

**Numbers:** Numbers from one to ten are written with letters, higher numbers (11- ) with numerals. However, if you have numbers both below and above ten in a passage, choose either letters or numerals. Numbers from 1,000 and higher are written with a comma in the proper position. Years: 2010-15

**Dates:** 1 August, 2 August, 3 August, 4 August (first date, then month; not 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>). Write date first and then month.

**Spelling:** Use British English. E. g Verbs like *organise* and *utilise* are spelt with -ise (Amer: -ize). Nouns like *organisation* and *utilisation* are spelt with -isa (Amer: -iza)

For a comprehensive guide on British English, please consult:

<http://www.gsbe.co.uk/>

**Language:** Articles may be in French or English

**Endnotes and References:** The Horn of Africa Bulletin expects contributors to use the endnotes system of in-text source citation and the Chicago style. Please refer to the link, [http://www.chicagomanualofstyle.org/16/ch14/ch14\\_toc.html](http://www.chicagomanualofstyle.org/16/ch14/ch14_toc.html) for further details.

**Miscellaneous:** Check the spelling of all names that you use. They should be correctly and consistently spelled.

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1. Full name
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