



## Guidelines for Toda Peace Institute Publications

Toda Peace Institute has three types of online publications:

1. Global Outlook Articles
2. Policy Briefs
3. Reports

### Global Outlook Articles

Global Outlook is a web-based platform presenting curated expert opinion and comment on the world's most intractable contemporary issues. Toda Peace Institute welcomes original contributions from academics, journalists and others on these matters of common concern. The Toda Peace Institute Director or Senior Research Fellow for the relevant thematic area will commission and /or review each submission from potential authors. There is no formal contract for this process.

- **Length:** In general, 800 – 1000 words.
- **Language:** Please write for a general reader, using clear language and defining terms where necessary. The tone can be informal and personal if appropriate and should express the writer's opinion.
- **Readership:** The audience for Global Outlook includes readers in governments, international organizations, academia, the private sector, peace and democracy-oriented civil society organisations, and educated general readers interested in Toda Peace Institute's thematic areas.
- **Author bio note:** Please provide an author bio note (100 words maximum).
- **Image:** The writing will be published with an image. The author may provide or suggest a suitable image for consideration.

### Format

- **Title/Subtitle length:** A main title of up to 10 words. No subtitle should be used.
- **Sub-headings:** Where possible, subheadings within the writing should be avoided.
- **Spelling & Acronyms:** Toda style uses British spelling. Spelling will be amended during proof-reading if necessary. Write out all acronyms in full the first time they are used with the acronym following in brackets. The acronym can be used alone thereafter.
- **Citations or Links:** As this is an informal style of writing, citations, references or footnotes should not be used. Links can be inserted into the text.
- **Policy Recommendations:** The writing may include a set of policy recommendations targeting civil society, researchers, practitioners, corporations, and/or policymakers. Please include specific ideas for identifiable groups if possible. Policy recommendation should begin with an action verb such as "Increase" or "Map" or "Commit".
- **Formatting:** Please provide the text with minimal formatting.

## Review and Editing

- The Director or a Senior Research Fellow (SRF) will review each contribution.
- The SRF will edit and submit tracked changes back to the author for additions or corrections as needed.
- Once the writing is finalised between the SRF and author, it will be sent to the Toda Peace Institute Editor for copy editing and formatting.
- Toda Peace Institute aims to publish within 48 -72 hours of receiving the submission.

## Syndication

Toda Peace Institute has a syndication arrangement with International Press Syndicate (INPS). Selected Global Outlook articles will appear on InDepthNews.

<https://www.indepthnews.net/index.php/about-us>

Toda hopes that all authors of original articles will be willing to be considered for republication by INPS. No additional payment will be made for republication.

## Toda Peace Institute Policy Brief

A Toda Peace Institute policy brief focuses on a particular policy issue. Sufficient background information will be provided for readers to understand that issue and evidence provided to support potential approaches to the issue. The policy brief must provide actionable policy recommendations.

The Toda Peace Institute Director or Senior Research Fellow for the relevant thematic area will commission and /or review each submission from potential authors. There is no formal contract for this process.

- **Length:** Between 2000 and 3000 words.
- **Language:** Please write for an educated general reader. Technical and specialist language should be avoided if possible. Please avoid use of personal pronouns as much as possible.
- **Readership:** The audience for the policy briefs include governments, international organizations, academia, private sector actors, and peace and democracy-oriented civil society organizations. Readers may be “policy shapers” not necessarily “policy makers”.
- **Policy Recommendations:** The concluding section must include a set of actionable policy recommendations targeting civil society, researchers, practitioners, corporations, and/or policymakers. Please include specific ideas for identifiable groups if possible. Policy recommendations should begin with an action verb such as “Increase” or “Map” or “Commit”
- **Author bio note and photo:** Please provide an author bio note (130 words maximum) and a portrait style photo (head and shoulders) in high resolution.
- **Image:** The writing will be published with an image. The author may provide or suggest a suitable image for consideration.

### Format:

- **Title/Subtitle length:** Please keep the main title to a maximum of 60 characters including spaces. Subtitles if used should also be a maximum of 60 characters including spaces.
- **Abstract:** Please begin with a 3-8 sentence abstract to summarize the theme.
- **Numbered Subtitles:** Numbered subtitles may be used to name key themes or ideas for ease of reading and discussion of particular numbered points in the policy brief.
- **Layers of headings:** Please avoid more than two layers of headings within the body of the article i.e. section headings and section subheadings only.
- **Spelling, Contractions and Acronyms:** Toda style uses British spelling. Spelling will be amended during proof-reading if necessary. Please avoid contractions such as isn't,

shouldn't, won't. Spell out all acronyms in full the first time they are used with the acronym following in brackets. The acronym can be used alone thereafter.

- **Citations or Links:** Please limit the number of citations or references you include. Please use endnotes formatted in Chicago style. Hyperlinks within the article are fine to use. However, links must also be accompanied by a full Chicago style citation in footnotes or endnotes.
- **Formatting:** Please provide the text with minimal formatting.

### Toda Peace Institute Reports

A Toda Peace Institute report is a paper based on original research and/or analysis that will explore a particular global, or regional concern or a specific issue clearly related to one (or more) of Toda's thematic areas. Reports may be theoretical or empirical and will provide an opportunity for more in depth research and analysis than a Policy Brief. It may be used to inform policy-making. Contextual information will enable readers to understand the background to the Report. A report may also be a summary of a workshop, conference or project.

The Toda Peace Institute Director or Senior Research Fellow for the relevant thematic area will commission and /or review each submission from potential authors. There is no formal contract for this process.

- **Length:** Between 3000 and 8000 words.
- **Language:** Please write for an educated general reader. Please avoid use of personal pronouns as much as possible.
- **Readership:** The audience for the reports include governments, international organizations, academia and students, private sector actors, and peace and democracy-oriented civil society organizations, and educated general readers interested in Toda Peace Institute's thematic areas.
- **Policy Recommendations:** The concluding section may include a set of policy recommendations targeting civil society, researchers, practitioners, corporations, and/or policymakers. Please include specific ideas for identifiable groups if possible. Policy recommendation should begin with an action verb such as "Increase" or "Map" or "Commit"
- **Author bio note and photo:** Please provide an author bio note (130 words maximum).
- **Image:** The writing will be published with an image. The author may provide or suggest a suitable image for consideration.

### Format:

- **Title/Subtitle length:** Please keep the main title to a maximum of 60 characters including spaces. Subtitles if used should also be a maximum of 60 characters including spaces.
- **Numbered Subtitles:** Numbered subtitles may be used to name key themes or ideas for ease of reading and discussion of particular numbered points in the policy brief.
- **Layers of headings:** Please avoid more than two layers of headings within the body of the article i.e. section headings and section subheadings only.
- **Spelling, Contractions and Acronyms:** Toda style uses British spelling. Spelling will be amended during proof-reading if necessary. Please avoid contractions such as isn't, shouldn't, won't. Spell out all acronyms in full the first time they are used with the acronym following in brackets. The acronym can be used alone thereafter.
- **Citations or Links:** Please limit the number of citations or references you include. Please use endnotes formatted in Chicago style. Hyperlinks within the article are fine to use. However, links must also be accompanied by a full Chicago style citation in footnotes or endnotes.
- **Formatting:** Please provide the text with minimal formatting.

## Peer Review and Editing for Policy Briefs and Reports

- A Senior Research Fellow (SRF) will work with each policy brief and report author to discuss the outline and contents before writing begins.
- The SRF will be the first editor and submit tracked changes back to the author for additions or corrections as needed.
- A second reviewer will make additional comments. This may be another Toda scholar or an expert external reviewer.
- Once the submission is revised and approved by both the SRF and the second reviewer, it will go to the Toda Peace Institute editor for copy editing and formatting.
- The final formatted submission will then be sent back to the SRF and the author for final review. This will include a tracked changes version including any word changes or final comments requiring clarification. Further substantive changes cannot be made at this point.
- The final formatted version, will be sent for publication and distribution on the Toda website. Please note that if any changes are requested by the author post-publication on the website, it may take 2-4 working days for the amended version to be published.

## Further information

For more information about any of these publications, please contact [rosemary@toda.org](mailto:rosemary@toda.org)

### Toda Peace Institute

The **Toda Peace Institute** is an independent, nonpartisan institute committed to advancing a more just and peaceful world through policy-oriented peace research and practice. The Institute commissions evidence-based research, convenes multi-track and multi-disciplinary problem-solving workshops and seminars, and promotes dialogue across ethnic, cultural, religious and political divides. It catalyses practical, policy-oriented conversations between theoretical experts, practitioners, policymakers and civil society leaders in order to discern innovative and creative solutions to the major problems confronting the world in the twenty-first century (see [www.toda.org](http://www.toda.org) for more information).