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Commissioning Process

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.
- **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.
- **Keep in mind your audience**: The audience for Global Outlook includes readers in government, academia, corporations, and peace and democracy-oriented civil society organisations. Readers may be “policy shapers” not necessarily “policy makers.” The writing is also intended for the educated general reader.
- **Reading Level**: Please aim for a basic reading level, using simple words, and define terms where necessary.
- **Tone**: The tone can be informal and personal if appropriate.
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- **Policy Recommendations**: The writing may 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 recommendation should begin with an action verb such as “Increase” or “Map” or “Commit”.

• **Image:** The writing will be published with an image. The author may provide or suggest a suitable image for consideration.

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• 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.

• The aim is to publish within 48 - 72 hours of submission.

**Payment**

Upon publication, the Toda Peace Institute office in Tokyo will contact the author for details to enable payment ($200 USD) The payment is per piece of writing not per author. If there are two authors, the amount can be split.

**Further information**

Please contact the Global Outlook Editor at rosemary@toda.org.

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**Toda Peace Institute**

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