



Toda Peace Institute Global Outlook Guide for Authors

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.

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.
- **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 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 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.
- **Author bio note:** Please provide an author bio note (100 words maximum).
- **Formatting:** Please provide the text with minimal formatting.
- **Examples:** Please see Toda Peace Institute's Global Outlook page for examples.
<https://toda.org/global-outlook.html>

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.
- 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.

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 for more information).