

Manuscript Submission Guidelines

CMC Finland Civilian Crisis Management Studies

Please send your manuscript by email attachment (preferably in Word for Windows or RTF-format) to the publication editor, Kirsi Henriksson. She is also in charge of the layout.

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There is no absolute limit on length, but 15 000 words, including notes and references, is a useful upper limit to aim for.

The manuscript should be accompanied by:

- (a) Title of paper and abstract of 200 words maximum;
- (b) Author's full name; a biographical note of no more than 70 words which includes institutional address, e-mail address, telephone and fax numbers.

Revision

Be ready to revise your manuscript during the editorial process, at least after the first reading of the editorial board and after the anonymous referee process. Each manuscript is read by 1 or 2 advisory board members or by other specialist. The written advisory opinion is sent to the author who should pay attention to it while revising the manuscript – if needed.

Format

Do not use any particular styles for the manuscript. Do not use hyphenation. The layout is easier when the text is at its most simplest, for example: Times New Roman 12 pt; justified paragraphs with line spacing 1,5. Still, use the footnotes.

Use only three types of title: the main title of the research, the titles for the chapters and the lower titles in case the chapter should be divided.

Long quotations (more than 40 words) should be displayed and indented. Shorter quotes should be retained within the body of the text, with quotation marks.

The typescript should be carefully checked for errors before it is submitted for publication. Authors are responsible for the accuracy of quotations, for supplying complete and correct references, and for obtaining permission where needed to cite another author's material.

Images, tables and figures should be of reproducible standard. Pictures or photos should preferably be in tiff- or jpg-format with high resolution. They should be presented on separate sheets of paper at the end of the article, and should carry short, descriptive titles. Their position should be clearly indicated within the text.

Referencing

Use the footnotes with no more than 40 words. Use the following style for the monographs¹, edited publications², articles³ and newspapers⁴:

¹ Giddens 1979, 76–77; Hall & al. 1978.

² Choucri & Robinson 1982.

³ Azar 1982; Platter & Mayer 1989, 380.

⁴ *Helsingin Sanomat* 23.2.2005.

Internet-document can be referred to by documents' writer⁵, producer⁶ or (in case this information is missing) the title of the document and the year⁷. You can also refer directly to the website⁸.

⁵ Jisi 1995.

⁶ White House 2004.

⁷ *The European Union Security Strategy* 2003.

⁸ Look more about the Crisis Management Initiative at www.cmi.fi.

At the end of the manuscript should be more detailed, alphabetically ordered list, and headed *References*. The references can be divided under different categories, depending on the sources that have been used. For example:

Interviews (or other primary sources)
Official Documents
Bibliography (including monographs and articles)

Use the following style:

Azar, E. E. (1982): "An Early Warning Model of International Hostilities", in N. Choucri & T. W. Robinson (eds.) *Forecasting in International Relations*, pp. 223–238. San Francisco, CA: Freeman.

Choucri, N. & T. W. Robinson (eds.) (1982): *Forecasting in International Relations*. San Francisco, CA: Freeman.

European Security Strategy (2003). [Http://www.consilium.europa.eu](http://www.consilium.europa.eu).

Giddens, Anthony (1979): *Central Problems in Social Theory*. London: Macmillan.

Hall, Stuart, Charles Critcher, Tony Jefferson, John Clark & Brian Roberts (1978): *Policing the Crisis. Mugging, The State, and Law and Order*. London: Macmillan Press.

Hansen, Annika (2007): *Phone interview 7.6.2007* by Jari Mustonen. (More information concerning the interviewee should be available at the footnote reference).

Helsingin Sanomat (2005): "Chirac ja Bush olivat eri mieltä EU:n ja Naton roolijaosta". 23.2.2005, A11.

Jisi, Wang (1995): *Conflit de civilisations: Fondement théorique et significations pratiques*. [Http://conflits.org/Numeros/19WAN2.html](http://conflits.org/Numeros/19WAN2.html), 31.8.2000. (Add always the date when the internet -document was consulted).

Platter, Adele G. & Thomas F. Mayer (1989): "A Unified Analysis of International Conflict and Cooperation". *Journal of Peace Research*, Vol. 26, No. 4: 367–383.

White House (2004a): *State of the Union Address*, 20.1.2004.

[Http://whitehouse.gov/stateoftheunion/2004/](http://whitehouse.gov/stateoftheunion/2004/), 1.3.2005.

Proofs

Author is sent proofs for checking and correction after the language revision and the layout.

Covering letter

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