Publication Guidelines
Journal for Global Negotiation

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Foreword

Dear Authors,

The Editorial Team and the Institute for Global Negotiation warmly welcome you to the Journal for Global Negotiation. As new actors in the publication world we strive to cultivate an inclusive environment for the exchange of ideas and experiences, providing a platform tailored for practitioners and individuals at all stages of their academic careers. The Journal, serves as a dynamic space encouraging the exploration of new concepts, personal experiences and observations.

Our Journal is committed to an interdisciplinary, intergenerational, and international approach, creating an inclusive space that welcomes diverse perspectives and fresh insights from contributors of various disciplines and backgrounds.

As an institution we strive to unites students, academics, and practitioners worldwide. Our goal is to build a robust network that fosters the exchange of ideas, encourages collaboration and understanding across different cultures, fields and professions. Through this network, we aim to establish a platform where observations, analysis and experiences can be shared and discussed, contributing to a richer collective knowledge.

We accept submissions that explore topics in the broad field of global negotiation. This includes how negotiation can address issues of global concern to build a more equitable, peaceful, and sustainable world as well as reflections and analysis on negotiation that have a global resonance by presenting the variety of human experience.

We advocate for the courage to present bold theses, pushing boundaries and challenging conventional knowledge. Additionally, we underscore the importance of transparency in research and writing, urging authors to engage constructively with current academic debates.

In essence, our Journal and the IGN are dedicated to creating a fluid and dynamic space that value diversity, fosters innovation, and facilitates meaningful connections among individuals at various stages of their academic and professional journeys. We invite to join us in this collaborative endeavor, contributing your unique insights to the rich tapestry of ideas that defines our global community.

Submissions

Articles:

Partner Faculties
Articles are submitted to the Journal directly by the author(s) with the nominating faculty member in copy (cc), including following information:

- Name of the faculty
- Name of the nominating faculty member

Non-Partner Faculties
Articles are submitted to the Journal directly by the author(s) with the nominating faculty member in copy (cc), including following information:

- Name of Faculty
- Name and position of the nominating faculty member
- Written recommendation by the nominating faculty member
- Written declaration of relevance to global negotiation issues

Negotiation Reflections:

Negotiation reflections are submitted to the Journal directly by the author(s) or their office staff with the autor(s) in copy (cc), including following information:

- General description of the conflict (subjects, positions, interests and scale)
- Parties involved
- Negotiators/Mediators involved
- Location and Type of Negotiation (e.g. formal/informal, political/personal/legal)

Perspectives in Practice:

Focused pieces offering commentary, personal insights, or experiential accounts related to global negotiation can be submitted to the Journal directly by the author(s), including following information.

- General overview on the topic commented on
- CV of the author(s)
- Role of the author(s) and connection to topic commented on

Guidelines

Format	Submissions must be submitted in a Word readable format (.doc or .docx files are preferred)
Language	Authors are asked to respect English language typographical conventions. American as well as British English is accepted. If English is not your native language you can reach out to the Editorial Team for support.
Word Limits	1. Articles must contain minimum 4500 words and not exceed 7000 words (incl. footnotes; excl. bibliogpahy) 2. Negotiation reflections must contain a minimum of 2000 words and must not exceed 4500 words (incl. footnotes; excl. bibliogpahy) 3. Perspectives in Practice must contain a minimum of 2000 words and must not exceed 4500 words (incl. footnotes; excl. bibliogpahy)
Executive Summary	1. Articles must include a summary not exceeding 300 words 2. Negotiation reflections optionally include a summary not exceeding 300 words 3. Perspectives in Practice optionally include a summary not exceeding 300 words
Information on the Author(s)	Authors are required to provide information on institution associations, research interest and working and/or academic experience.
Use of first person	The use of first person is accepted.
Structure	• The submission should include a cover page including the title, the name of the author and the abstract. • The title of the submission should be in bold, capitalised and centred at the top of the first page in font 14 pt. • The name of the author should be in a line directly below the submission title in font 11 pt. • The body of the submission should follow on the page thereafter.
Page formatting	• Submission must be laid out in A4 portrait pages • All page margins must be 2,5 cm
Manuscript formatting	We prefer as little formatting as possible: • No Hyphenation • No formatting of headings • No page numbers • Font: Calibri 11 pt. • Emphasis in the text (usually individual words, not entire paragraphs) are made by italicizing. • The text is organized by simply numbered subheadings (without formatting) up to the second level. The numbering only contains dots between the outline figures (1.2, 2.3 etc.)

Citation	We use the APA 7 citation style.
	(For a detailed overview visit: https://apastyle.apa.org/style-grammar-guidelines/references/examples
	
	The references in the text are given in round brackets: The name of the author(s), the year and, if applicable, the page numbers, without "p.". If there are more than three authors the first author is named and the others are abbreviated with "et al.".
	Example:
	      Text … (Kalyvas 2006).
	      Text … (Hardt, Negri 2008)
	      Text … (della Porta et al. 2014)
	
	If several authors are mentioned in the text, separate with a semicolon and listed chronologically:
	Example: Text… (Smith 1993; Torres 2005)
	The words "cf." or "see" are not used in quotations.

Abbreviations	Commonly <u>and</u> internationally known abbreviations such as "e.g.", "etc.", "fig." can be used.
	For specific abbreviations the full word has to be expanded first, followed by the abbreviation in round brackets and can subsequently be used without the full word and brackets.
	Example: The International Atomic Energy Agency (IAEA)
	           has issued (…).
	           As such the IAEA attempted to (…).

Footnotes	Footnotes are dedicated only to short comments or to supplemental information, they should be avoided in case of a single citation.
References	References are not to be entered as footnotes. References follow the text in a separate section. Publication information for each must be complete and correct. Using APA7 citation, list the references in alphabetical order by authors' last names and first-name initials. All references cited in the text must be listed in the reference section, and vice versa. Use of DOI is highly encouraged. ▪ Authors: The items in the reference list are arranged alphabetically by the authors' surname. For contributions in an edited book, collective work, etc., the author is the scientific editor (the name will be followed by "ed(s)"). ▪ Date: Then for each author, in case of several works by the same author, list the entries by the year chronologically. Letter labels should be used (e.g. 1997a, 1997b) in case of works with the same author/authors and of the same year. In case of ambiguity, add the expression "cited from" to specify the relevant edition corresponding to the page references used in the text body.

Details on References and Citations

Article	Name, Initials of first name(s) (Year). "Title", *Journal,* Volume (Number), Pages. Example: Granovetter, M. S., "The Strength of Weak Ties", *American Journal of Sociology,* 78 (1973) 1360-1380.
Book/Monography	Name, Initials of first name(s)(Year). *Title.* Publisher. Example: Kalyvas S. N. (2006), *The logic of violence in civil war.* Cambridge University Press.
Edited volume	Name, Initials of first name(s) (Ed. or Eds.). (Year). *Title.* Publisher. Example: Giles, W., Hyndman, J. (Eds.) (2004), *Sites of Violence. Gender and Conflict Zones.* University of California Press.
Article in edited volume	Name, Initials of first name(s). (Year). Title. In Initials Editor1. Name Editor1 – Initials Editor2, Name Editor2 (Ed. or Eds.): *Title of the volume.* (Pages). Publisher. Example: Durante, O., Gomez, N., Seville, E., Mañego, H. (2014). Management of Clan Conflict and Rido Among the Tausug, Maguindanao, Maranao, Sama, and Yakan Tribes. In W.M. Torres (Ed.), *Rido: Clan feuding and conflict management in Mindanao.* (90 – 117). Ateneo de Manila University
Newspaper article	Name, Initials of first name(s) (Year, Month Day). Title. *Newspaper.* Issue. Example: Schultz, S. (2005, December 28): Calls made to strengthen state energy policies. *The Country Today,* 1A
Online Resources	If individual author(s) is cited: Name, Initials of first name(s) (Year, Date). Title of page. Site Name. URL Example: Iskandar, A. (2016, June 30): MILF-MNLF sign Joint Communique for Peace. Luwaran. https://www.luwaran.com/news/article/455/milf-mnlf-sign-joint-communique-for-peace If a group/organization is cited: Organization's Name (Year, Date): Title of Page. Site Name. URL Example: Wikileaks Public Library of US Diplomacy (2006, May 26): Drugs, Crime, and Corruption Challenge Peace and Development Efforts in Muslim Mindanao. Wikileaks. https://wikileaks.org/plusd/cables/06MANILA2195_a.html

	If the page's author is not listed, start with the title instead. Additionally, include a retrieval date when the page's content is likely to change over time (like, for instance, if you're citing a wiki that is publicly edited): Title of page (Year, Date): Site name. Retrieved Date, Year, from URL Example: Tuscan white bean pasta. (2018, February 25). Budgetbytes. Retrieved March 18, 2020, from https://www.budgetbytes.com/tuscan-white-bean-pasta/ If the date of publication is not listed, use the abbreviation (n.d.): Author or Group name (n.d.): Title of page. Site name (if applicable). URL Example: National Alliance on Mental Illness (n.d.): Mental health conditions. https://www.nami.org/Learn-More/Mental-Health-Conditions
Tables, Figures, Graphs etc.	All tables and figures must be numbered with Arabic numerals sequentially. Each tables, figures, graph etc. must have a clear and concise title, including references: Figure/Table/Graph Number Title of illustration (source) Examples: Figure 4 Casualties Mindanao (own fig., UCDP) Map 2 Resettlement Areas and Ilaga Incidents (own map, TJRC 2016b: 38)

Non-Discriminatory Language

Authors should avoid using discriminatory language that could perpetuate harmful stereotypes, offend, or exclude certain groups. Alternatives to gendered language should always be used if they are available. Gender specific forms should only be used when it is appropriate and necessary for context.

The following should be followed unless an alternative is necessary in a specific context.

- Use **gender-neutral job titles**.
  e.g. **'Bar staff' or 'bartender'** NOT **'barman/maid'** e.g. **'Firefighter'** NOT **'fireman'**
  e.g. **'Chair' or 'Chairperson'** NOT **'Chairman'**

- Avoid general terms containing **the prefix or suffix 'man'** when possible. e.g. **'Workforce'** NOT **'manpower'**
  e.g. **'Humankind'** NOT **'mankind'**

- **Specify an individual's sex or gender only if appropriate and relevant** in the context.
  e.g. **'Doctor'** NOT **'female/male doctor'**

- A person's **gender or sex should never be assumed** and cannot be determined by their profession or position.
  e.g. If a text only makes reference to 'the President' or 'presidents', it is inappropriate to use he/him pronouns.

For further information and details see: https://www.un.org/en/gender-inclusive-language/guidelines.shtml