

Guidelines for Authors submitting Articles or Research Notes to *Perspectives on Terrorism*

- 1.** *Perspectives on Terrorism* is a 'Platinum Open Access' journal, that is: it offers gratis and free access to scientific articles whereby neither readers nor authors incur costs. The author(s) keeps the copyright for her/his/their work but also grant(s) others the right to share and reuse a text, provided it is correctly cited and not sold as a commercial product.
- 2.** Manuscripts (MS) need to be submitted by the corresponding author in twofold: one with full name(s) of author(s) at the beginning of the text and, at the end, with one or several author biographies of ca. 5-8 lines per author.
- 3.** An anonymized version should be without the author(s)' names, the biographies at the end and also without those endnotes that would easily give away the author(s)' identity (-ties).
- 4.** There should be an Abstract (*in italics*) of not more than 10-20 lines at the beginning of the text. It should be different from the opening paragraph(s) of the introduction of the article/research note or from the conclusion.
- 5.** There should be 4-6 Keywords between the Abstract and the beginning of the main text.
- 6.** Paragraphs in the text should not be indented but separated by one empty space.
- 7.** The text should be submitted preferably in Minion Pro font size 12 [or, in the absence of Minion Pro: in Microsoft Word]; the main title at the beginning in letter size 16 and the endnotes in size 10; the total length of Articles should not exceed 4,000 - 6,000 words (but this is negotiable) and 3,000 words for Research Notes.
- 8.** Please note that your manuscript will ultimately NOT be published in Microsoft Word format or whatever other word processor format you are using to write and submit it. Thus, with few exceptions, any fancy fonts, embedded styles, or other special formatting you apply to the manuscript will be deleted when we import the file into the Adobe InDesign software which we use to format and create each issue of the journal.
- 9.** Your manuscript should contain endnotes in APA format (NOT Harvard citation in the text itself between brackets or footnotes). The endnote markers should, both in the text and at the end, be between square brackets (like this: [7]) and the notes should NOT be numbered in Roman style (like: [vii]) but in Arabic numerals (like: [7]).
- 10.** The endnotes should contain complete bibliographic information for any title (book, book chapter, article, report) when cited for the first time; if the item cited is available online, the URL or DOI should be added after the full citation. Subsequent citations can be in the abbreviated form: first name of the author, family name of the author, op.cit., and page number.

11. After your manuscript has been edited and approved by the editors, you will need to UNLINK your endnote markers. You can do this through the following steps: a) copy and paste all your endnotes to a separate file; 2) number each note sequentially in that file, to mirror the endnote numbering in your manuscript; c) in reverse order, replace your linked note marker with an unlinked bracketed number [#] and then delete the linked note marker - this will also delete the linked endnote; and d) copy and paste all your endnotes from the separate file to the end of your document. If done correctly, this will look identical to the earlier version, but the endnotes will no longer be linked.

12. For other formatting details, the author(s) should look at a recent issue of *Perspectives on Terrorism* at < <https://www.universiteitleiden.nl/perspectives-on-terrorism> > to get an idea how her/his/their text will look once all the formatting changes have been made by the Editorial Team. Again, the best manuscripts to work with are straightforward, simple and clean, without embedded subtitle numbering schemes, special fonts, styles or other such formatting. Complex tables should (also) be submitted as separate files.

13. The manuscript (in original and anonymized versions) should be submitted via the form on the journal's website (< <https://www.universiteitleiden.nl/perspectives-on-terrorism> >). As a backup procedure, the MS should also be sent simultaneously to the Editor-in-Chief at <apschmid@gmail.com>, and to the Co-Editor at <james_forest@uml.edu>.

14. Texts submitted should be research-based, original and not published elsewhere before - and this includes online publications. (Exceptions are sometimes made for Articles and Research Notes which have appeared in a non-English publication elsewhere). When submitting a text, the author(s) must be able to offer the editors in a cover letter the assurance that the MS has not been submitted, (and will not be submitted) to another journal while under review with *Perspectives on Terrorism*.

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