



## Peer-Review Process

All manuscripts will be peer reviewed. The editors will refer articles that are of sufficient quality and germane to genocide and/or the focus of a special issue to peer reviewers. The editors reserve the right not to refer a submission if in their opinion the article does not meet the basic standards of the journal. This is out of respect for the time of reviewers. If manuscripts are judged to be of sufficient scholarly quality, they will be reviewed by three experts in the field whose expertise is germane to the focus of the manuscript.

## Manuscript Preparation

Manuscripts should be prepared in MS Word or a comparable word-processing program (saved in a file compatible with MS Word). Text should be double-spaced in 12-point font with 1" margins. Headings and subheadings should be set off in bold or italic type; otherwise, please keep formatting to a minimum. **To facilitate double-blind review, identifying information should be submitted on a separate title page.** An abstract of no more than 150 words should accompany the manuscript along with 3–7 key words/terms.

Manuscripts should not exceed 10,000 words total, including notes, unless specifically approved by the editors.

## General Style

Spelling follows *Merriam-Webster's Collegiate Dictionary*, 10th ed. Style and usage should follow the *Chicago Manual of Style*, 16th edition.

The use of initial capitalization should be minimized. Acronyms and initialisms should be spelled out at first use. Numbers from 1 to 9 should be spelled out and figures should be used for numbers 10 and above.

Tables must be created using the Tables function in Word, *not* using tabs/spaces and drawn rules.

## Documentation

GSP follows the documentation guidelines of the *Chicago Manual of Style*, 16th edition, chapter 14 ("Documentation I"), where more detailed guidance on documenting sources can be found.

Endnotes contain both documentation of sources and clarification and extension of points made in the text. Endnotes must be created using the Notes function in Word, *not* inserted manually. The following are examples of endnote documentation:

*Books (see CMS 16, ss. 14.68–14.110, 14.118–169):*

1. Leo Kuper, *Genocide: Its Political Use in the Twentieth Century* (New Haven: Yale UP, 1982).
2. Leo Kuper, *The Prevention of Genocide* (New Haven: Yale UP, 1985), 154–75.

*Book chapters (see CMS 16, ss. 14.111–117):*

3. Jon Bridgman and Leslie J. Worley, "Genocide of the Hereros," in *Century of Genocide: Eyewitness Accounts and Critical Views*, ed. Samuel Totten, William S. Parsons, and Israel W. Charny (New York: Garland, 1997), 3–40, 6.

*Journal articles and other periodicals (see CMS 16, ss. 14.170–14.217):*

4. Leo Kuper, "Theological Warrants for Genocide: Judaism, Islam and Christianity," *Terrorism and Political Violence* 2, 1 (1990): 351–79.
5. Israel W. Charny and Daphna Fromer, "A Study of the Readiness of Jewish/Israeli Students in the Health Professions to Authorize and Execute Involuntary Mass Euthanasia of 'Severely Handicapped' Patients," *IDEA, a Journal of Social Issues* 9, 1 (2004), <http://www.ideajournal.com/articles.php?id=35> (accessed 28 Sep. 2011).



**Note on electronic publications:** To compensate for the ephemeral nature of many electronic sources, it is always best to err on the side of providing more information rather than less. At a minimum, citations to electronic sources must include the specific URL for the document cited, the date you accessed it, the title of the document (or, if it has no title, a description of its content), and the author of the document (or, if no author is named, the owner of the site). As much other information should be supplied as is available, including the date the document was posted (or last updated); the name of the Web site, forum, or database; and the type of document.

## Helpful resources

CMS examples of Chicago-style documentation:

<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/tools.html>

CMS Q&A:

<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html>

## Checklist for Authors of Articles Accepted for Publication

Please return a signed version of the following checklist, with all requested information filled in and all items confirmed by a “check” to have been completed, when submitting the final version of your article. An electronic version is acceptable.

- Up-to-date mailing address and contact information is included. Please include your E-mail address and your land mail address and inform the editors of any changes.
- All text is double-spaced, including abstracts, biographical notes, body of article, endnotes, references, and appendices.
- Endnotes rather than footnotes have been used; notes have been created using your software’s Notes function rather than inserted manually.
- Up-to-date abstract, maximum 150 words, is included as double-spaced text.
- Up-to-date biographical note, 50 words maximum, is included for each main author and co-author as double-spaced text. Please provide full contact information for any corresponding authors.
- Electronic copy
  - Via E-mail (preferred), or by mail on a CD
  - Abstracts, article, and bio(s) in a single file, in that order
  - Separate files for each figure, chart, map, or illustration
  - Paragraph breaks (¶) are used only at end of paragraphs
  - Spaces are not used to indent paragraphs
  - Tables are formatted using the Tables function, not manually
  - Periods, colons, semicolons, and commas are followed by one space only
  - Double quotation marks are used except for quotations within quotations, when single quotation marks are used
- Citations in the Endnotes are complete
  - All author names are given when a work is referred to for the first time
  - Title of article or chapter and title of the periodical or book where the article or chapter appears is complete



- Year of publication
- Place of publication
- Publisher
- Inclusive page numbers for book chapters and journal articles are included
- Exact page numbers for direct quotations or paraphrased passages are included in Endnotes
- Up-to-date and correct URLs and access dates are given for online references
- Punctuation and formatting of references conform to *Chicago Manual of Style*, 16th ed., chapter 14 (“Documentation I”)
- Headings and subheadings clearly demarcate the different levels of your text
- Special instructions for reproducing any part of your article have been brought to the attention of the editors (mark n/a if not applicable)
- Figures and illustrations are submitted as high-resolution (minimum 300 dpi) files in one of the following file formats: TIF, EPS, or JPG)
- If appropriate, both greyscale (black & white) versions (for print) and colour versions (for online) have been provided for figures/illustrations.

Further changes that arise after this checklist is submitted should be brought to the attention of the editors immediately so that alterations can be made before the text is typeset. Reasonable changes may include change of affiliation in the biographical note or change in the status of a publication that was in press at the time the final version was prepared.

### **Author’s Alterations to Typeset Articles**

The author receives one set of proofs of his/her article for proofreading. The author is entitled to make corrections to:

- Typographical or layout errors introduced through the typesetting process;
- Factual or interpretive errors introduced during copyediting.

### **Queries**

Questions relating to any of the above details may be directed to the *GSP* Editors at the address below:

### **Editorial Office**

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