
Newsletter Guidelines

Please ensure that you consider the following guidelines when preparing your article for the ACUNS newsletter:

Length

Articles must be between 1,000 and 1,200 words, not including the endnotes.

Language & Grammar

Articles must be submitted according to American English guidelines. When referring to proper nouns and normal institutional titles use the official, original spelling.

Author Details

Please include a high-resolution color photo, your full name, title and institutional affiliation which will be included at the beginning of the article, as well as a two to three sentence biographical note which will be included at the end of the article.

Acronyms & Abbreviations

Spell out abbreviations and acronyms on first use, indicating the acronym in parentheses immediately thereafter. Use the acronym for all subsequent references. You do not need to spell common abbreviations such as US, UK, EU, and UN.

Capitalization of Titles

- Capitalize all nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions (i.e. As, Because, Although).
- Use lowercase for all articles, coordinate conjunctions and prepositions.

Examples:

1. Slip-Sliding on a Yellow Brick Road: Stabilization Efforts in Afghanistan
2. Globalization with a Twist: Stability, Volatility and Fragility All in One

NOTE: Tier 1 subheads should follow the same rule as the titles. For lower-level subheads (such as Tier 2, etc.), only capitalize the first letter and plus proper nouns.

Currencies

- Use £ for British Pound Sterling, € for Euro, e.g. £50, €100.
- Use USD\$, CAD\$, NZD\$, AUD\$ to distinguish between the different dollar currencies.

Endnotes

Please use endnotes rather than footnotes (which we will refer to as ‘Notes’ at the end of the article). Notes should be used only where crucial clarifying information needs to be conveyed. Avoid using endnotes for purposes of referencing; use in-text citations instead. E.g. From 2010 to 2012, in Africa, the gross enrolment ratio in secondary school was 35.8 percent (AFDB statistics 2013).

In-text Citations

Authors are strongly encouraged to use parenthetical citations according to the Chicago style (Adam 1984: 120ff.) For publications authored and published by organizations, use the short form of the organization’s name or its acronym in lieu of the full name. For instance, do NOT do the following (International Committee of Red Cross and Red Crescent Societies 2000); instead, you should write (ICRC 2000). Also, please do not include URLs (web addresses) in parenthetical citations.

Numbers

We are happy for authors to use either words or figures to represent large figures (i.e. one million or 1,000,000) as long as the usage is consistent within an article. For numbers between zero and twelve we recommend using words rather than figures, except for when it is a part of a dataset or presented in a table.

When referring to a percentage, please use the words ‘percent’ rather than the symbol %, again except for when it is a part of a dataset or presented in a table.

Quotation marks

Use double quotation marks except for quotes within another speech, in which case single quotation marks are used.

Images & Figures

Only include photographs/pictures if it is key information related to your submission. Such images may ultimately be removed from your piece at the editors’ discretion. Figures, including graphs and diagrams, are acceptable if they are professionally and clearly presented. If a figure is not easy to understand or does not appear to be of a suitable quality, you will be asked to re-render or omit it.

NOTE: For images and figures to be used in the newsletter 1) Place your images, figures and tables exactly where you would like them to appear in the article. Do not place figures at the end of the article or in a separate text document. 2) If possible submit figure files separately in color and at a resolution of at least 150dpi (300dpi preferred). Please contact ACUNS if help is required in adjusting figures, graphs and diagrams.

Tables

The same principles which apply to images and figures apply to tables. They should be necessary and should not repeat significant pieces of information already included in the text.

Web URLs

Authors are strongly encouraged not to cite specific webpages URLs (i.e. <http://acuns.org/current-issues/south-european-files/spain.pdf>) in the text of the document unless you are referencing the homepage, such as acuns.org. If the reader needs to be directed to a specific document or section of the website, use the name of the document and include the url in an endnote. For the digital version of the newsletter the name of the document/page will be hyperlinked to the URL.

Videos

As ACUNS is equally a print and digital publication, we do have the ability to include a video in the digital version of the newsletter, if it relates to key information that is not already described in the body of the text.