TSAS Research Brief Submission Guidelines

A Research Brief is one of the deliverables required from all recipients of TSAS Research Grants and Studentships. At the moment, we do not accept unsolicited Research Briefs (but please see the submission guidelines for Research Reports, where we accept manuscripts from anyone). Research Briefs may be submitted in English or French, and will be published in the language in which they are submitted.

A Research Brief is a short, engaging, accessibly-written report on the results of a TSAS-funded research project. It should be written in plain language, avoid excessive theoretical discussion, and focus on the top-level conclusions of the research project as well as the implications for policy or society.

Research Briefs are not typically peer reviewed, but the Publications Editor may request revisions, and in some cases, may send the Brief out to a single-blind reviewer (that is, the reviewer will know who wrote the Brief, but the author(s) will not).

Research Briefs should be submitted to the TSAS Project Manager, Elizabeth Ford ec2ford@uwaterloo.ca

Submission Guidelines

Length

Research Briefs are normally 1000-1500 words, inclusive of references.

Citations

Please minimize the use of explanatory footnotes. Use in-text citations per the Chicago Manual of Style's Author-Date system, with full references in the bibliography.

Title

Should be descriptive, informative, engaging, and brief. The title should tell the reader what the Brief is about, and convince them to keep reading.

Structure

At a minimum, your Research Brief should include a discussion of the problem or question you address, a high-level description of your methods, your findings, your conclusions, and the implications for policy development or action (inside or outside government). TSAS is an interdisciplinary network that comprises academics, policy makers, practitioners, and advocates, so your brief should be written in such a way as to be accessible to an educated non-expert. You are encouraged to use subheadings.

Format

The preferred submission format is Word. Please double-space.

Academic Integrity

TSAS takes academic integrity very seriously. If we have any suspicion of plagiarism or other violations of academic integrity, we reserve the right to withdraw the Research Report, publish a correction, intervene with the author's Department or University, or take other action as appropriate.

On a separate page, please provide the following:

Author Details

Please provide the name of each author as it is to be listed on the Research Brief, and a one-sentence biography for each author (ie: "Lorne Dawson is Professor of Sociology at the University of Waterloo, and Director of the Canadian Network for Research on Terrorism, Security, and Society"). Author bibliographies will count as part of your word count.

Funding Acknowledgement (Optional)

All Research Briefs will have the funding acknowledgement: This research has been funded by the Canadian Network for Research on Terrorism, Security, and Society (TSAS). If you have other funders to acknowledge, please list them. These will count as part of your word count.

Acknowledgements (Optional)

A further brief acknowledgement may be included if appropriate. These will count towards your word count.

Corresponding Author

Please provide the email address and institutional affiliation for the author we should communicate with about revisions. Please include a Twitter handle for any author who has one, and who we should tag when we publicize the Research Brief.

Keywords:

Please provide 3 keywords we may use to help catalogue and publicize your research paper.

Suggested Highlights

Please list the two or three most important quotes, statistics, highlights, or main take-aways that we may emphasize in a pull-quote, or use to publicize your paper. If a reader only glanced at your Research Brief, rather than reading it, what should they know, or what would convince them to pick it up to read it? Suggested highlights do not count as part of your word count.