

TSAS Research Report Submission Guidelines

TSAS publishes evidence-based, policy-relevant scholarly analyses on topics related to terrorism, security, and society, broadly defined, that touch on Canada, Canadian issues in comparative context, or global issues of interest to a Canadian audience. They are approximately 5000-8000 words in length, and written with substantial rigour and depth. They are written clearly, and with an audience of cross-disciplinary scholars, policy makers, and practitioners in the field of terrorism, security, and countering violent extremism in mind.

Research Reports are published in an open-access, electronic-only format on the TSAS website.

The Publications Editor will send promising papers out for peer-review by a minimum of two readers in a double-blind process. After any necessary revisions are complete, the Publications Editor *may* recommend publication in the Research Reports series.

Research Reports may be submitted by any TSAS Affiliate. Instructions for becoming a TSAS affiliate are on our website at <https://www.tsas.ca/tsas-affiliates/become-an-affiliate/>

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

Submission Guidelines

Length

Research Briefs are normally 5000-8000 words, inclusive of references. In certain cases, in discussion with the Publications Editor, an Appendix may be used to present statistical data files, replication code, text, audio, or video files, images, charts or graphs that will help readers to understand and possibly replicate the original research. These are not normally considered part of the word count.

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, and engaging. The title should tell the reader what the Report is about, and convince them to keep reading.

Tone and Style

At a minimum, your Research Report should include a discussion of the problem or question you address, a contextualization of your argument in existing research or policy, a discussion of methods, findings, and conclusions, and the implications for policy development or action (inside or outside government). TSAS is in interdisciplinary network that comprises academics, policy makers, practitioners, and advocates. Your Research Report should be written in clear language, and avoid extended discussions of discipline-specific theory or literature that may be inaccessible to those outside your field. You may include subheadings, charts or tables, and images as appropriate, and these should

all be clearly labelled and captioned in such a way that they can be understood without having to read the accompanying text.

Format

The preferred submission format is Word. Please double-space. Include page numbers. The copy for submission should be de-identified; that is, all references to the author(s) should be excluded. Make sure to check headers and footers, notes and citations, and the text itself for any identifying references to the author(s). Make sure the author(s) name(s) are not in the file name or the metadata for the file before you submit.

Prior Publication

Manuscripts that have been published elsewhere are not usually publishable as part of the Research Reports series. However, we welcome revisions of papers that have previously or concurrently been published as TSAS Research Briefs or Working Papers. These will be considered as having the same status as new submissions for the purposes of the Publication Editor's evaluation and consideration for peer review.

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 (as it is to be listed on the published version of the Research Report), email address, and institutional affiliation of each author as it is to be listed on the Research Report, and a one-sentence bibliography 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. Please include a Twitter handle for any author who has one, and who we should tag when we publicize the Research Brief.

Please indicate which author is to be the primary contact for the review and publication process.

Funding Acknowledgement (Optional)

All Research Reports based on TSAS-funded projects 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.

Keywords:

Please provide 3-5 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 Report, 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.