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CONTRIBUTOR GUIDELINES

Spanda Foundation is an International Civil Society Organization (ICSO) nonprofit learning organization for development to catalyze sustainable long-term systemic change in culture, education, health, environment, economics and research and for the advancement of peace, knowledge and understanding. At the heart of this mission is an aspiration to contribute to the achievement of a higher state of consciousness, enhance human progress and enrich communities towards a more just, sustainable, and peaceful world.

Spanda Journal is an Open Access international monographic peer-reviewed semiannual journal. Each issue has a specific topic devised by the Editors, or the Guest Editor.

We are delighted that you have decided to publish with Spanda Publishing and to contribute articles to be considered for publication in *Spanda Journal*. Please take a moment to read through these general guidelines before you undertake extensive writing.

READERSHIP

The readership of the *Spanda Journal* is academia, journalists, non-governmental organizations (NGOs), multilateral organizations, UN agencies, corporations ranging from international law firms to investment banks, current as well as former diplomats, and individuals interested in increasing their own knowledge and awareness in a variety of disciplines related with individual and social development, culture, education, human rights and the state of the planet.

PROFILE

Medium-High.

DISTRIBUTION

3000 online subscribers, 5500 readers; digital version downloadable free of charge.

EDITORIAL GUIDELINES

ARTICLE TEXTS

We accept for publication in *Spanda Journal* only research data not published elsewhere. Manuscripts are to be submitted to the Editors, who reserve the right to copy-edit them in cooperation with the author. Manuscript length is expressed as thousands of words.

It is very important to adhere to the following instructions in preparing your manuscript. In addition to the quality of the content, the physical form of submission is a key element of what constitutes an acceptable manuscript.

These instructions are designed to streamline the work of the many people who will be involved in editing, designing and printing your article, and enable them to work effectively with you in the process.

We welcome any questions you may have, and look forward to working with you.

TEXT AND TYPOGRAPHY

ARTICLE FORMAT

✓ Mac, or MS-compatible file, preferably Word, Times New Roman, 10-12 point size; 2 cm side margins for notations; single line spacing; justify left, and leave right of line unjustified or 'ragged.' Use an informative title for the article. List all authors in the form of first name, middle initial, last name.

- ✓ Number the pages consecutively throughout the article (including the first page) in the upper right-hand corner of each page, one-half inch from the top. Type your last name before the page number. Most word processing programmes provide for a 'running head,' which you can set up as you create the format for the paper, at the same time you are establishing things like the margins and the single-spacing. Make sure that there is a double-space between the page number and the top line of text. Do not use the abbreviation *p.* or any other mark before the page number.
- ✓ The style of headings and subheadings should be simple and consistent, e.g., all first-level headings centred, all second-level headings flush left. Avoid using typographical features such as FULL CAPS, underlining, **bold**, *italics*, different fonts and sizes etc. Undoing such coding can be time-consuming for copy editors and the designer responsible for the journal's typographical design. However, do use italics for book titles in text or bibliographies, for foreign words and emphases (sparingly!)
- ✓ Be consistent in matters of style (when to use words or numbers, punctuation, capitalization, and layout of bibliographic data).
- ✓ We recommend running all files through your spelling checker and, if you have them, format and grammar checkers.

LENGTH

The average article text ranges from 3000 to 6000 words, including captions, footnotes and bibliography.

ABSTRACT

200/300 words.

BIOGRAPHY

Include a brief biography (25-50 words), followed by email address, and picture (jpeg, png, tif) with your submission.

NOTES / FOOTNOTES / REFERENCES

FOOTNOTES. Do not use footnotes, but endnotes instead at the end of each article. Do not use full bibliographic references in the article text, or captions, but simply place the footnote numbers where appropriate. Footnote number should always **preceded** any punctuation sign. Example:

Much music was written in a dance form¹ [...] Nobody could find the adequate syllogism², denying the evidence [...].
Notwithstanding the clear opposition of the village³ the *dalang* used the whole territory available to convey [...].

Then, give the short bibliographical information in the footnote section:

¹ Sachs 1979, *Our Musical Heritage*: 87.

² Hatch 1976, *The Song is Ended*: 64.

³ Backer 1979, *Text Building*: 226.

The complete bibliographical information should be listed in the «References» section after the «Notes» and should always bear the **surname** of the author, followed by comma (,) the initial of the name followed by full stop (.) and the year of edition between brackets (2010) followed by full stop (.) – and, for books, the place of publication followed by colon (:) and the publisher.

Examples:

For a book:

Sachs, C. (1979). *Our Musical Heritage: A Short History of Music* (New York: Prentice-Hall).

For an article:

Hatch, M. (1976). "The Song is ended: Changes in the Use of Macapat in Central Java", *Asian Music* 7(4): 59-71.

For an article within a book:

Becker, A. (1979). Text Building, Epistemology, and Aesthetics in Javanese Shadow Theater, in A. L. Becker and A. A. Yengoyan (eds), *The Imagination of Reality*: 211-243 (Norwood, NJ.: Ablex).

For a web reference, adopt the same criteria as above, followed by the shortened URL address (use either tinyurl.com or bitly.com) between <...> followed by the date of access between square brackets and followed by full stop:

Hudson Institute. (2012). "Index of Global Philanthropy and Remittances", <<http://tinyurl.com/nfxk9jq>> [retrieved 7 May 2013].

Sze-wang, L. (2007). "Chinese Music", <<http://bit.ly/19imDkL>> [retrieved 7 Nov. 2012].

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We encourage Authors to submit photos (black-and-white, or colour with good contrast), diagrams, illustrations in digitized form, with captions and credits provided. The number and caption should be on the image file of each photo or illustration.

The position of any illustration, or table which cannot be rendered as simple text, should be clearly identified, be numbered sequentially in the text, and 'keyed' either to the image file. Use the following or similar numbering convention to identify both the illustration's sequence within it. E.g., first illustration should be numbered: «1» in the text, and «ill.1» on the image file.

In the article text, leave 1 blank line where you ideally want the illustration inserted, then type in the appropriate instruction in square brackets, e.g.: [insert illustration 1 here] and follow with one blank line. If you have a caption, insert it as text below the insertion instruction, e.g.: Caption 1: Caption text, and then follow with one blank line. Caption should be in the following format:

1. Anton Webern, from a drawing by Oskar Kokoschka, Vienna, 1939. L. Anderson.
2. Roger Matton, at far right. Montreal 1972. National Archives.

Note: *each caption has two parts: a descriptive statement, and a credit statement.*

All digitized illustrations, including screen shots from the Internet, should be in tif, jpeg, png or eps format at a minimum of 300 dpi, and of 72 dpi for web screen shots.

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Unless otherwise indicated, we assume full print permission of any article received. If your material is copyrighted, we assume you are giving authorization to publish it. Spanda reserves the right to accept or reject any article query or article submitted.

FACT ACCURACY

Research for your article should be organized and readily available. Ensure that facts are correct, research is as current as possible and primary sources are cited. Authors are responsible for all facts, including dates and correct spelling of people's and organizations names. Spanda reserves the right to edit submissions as they see fit.

SENDING ARTICLE

Send your article to journal@spanda.org, with the subject line "Journal Submission." We are unable to respond to writers whose article is not used.

DEADLINE

The 15th of the month is the deadline for a submission to be reviewed and considered for the upcoming issue.

FINAL NOTE

Since the *Spanda Journal* is a complimentary service, Spanda is unable to pay contributors. Spanda reserves the right to make changes to these guidelines at any time.

CONTACT INFORMATION

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We are grateful for your attention!

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