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- De Gruyter does provide a light copyedit of manuscripts for this journal, but remain responsible for being their own copyeditors.

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- All manuscripts must be written in clear and concise English. If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), then you may wish to employ—at your expense—the services of a professional language editor
- Please get in touch with the Language Editors directly to discuss details.
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Areas of expertise: political science, emergency management, homeland security, community/land use planning, law, economics, cyber terrorism, and cyber security

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Areas of expertise: Local government management, international crime and terrorism, emergency/disaster management, humanities, social science

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Areas of expertise: Health and Medicine (CAM and drug policy and analysis), Economics and Business (with a focus on marketing)

- Steve Peter

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Areas of expertise: LaTeX, Linguistics, economics, mathematics

## Content And Structure

- Manuscripts should be submitted as Word, docx, rtf, or LaTeX files
- If your manuscript contains special characters, equations, etc. please make sure to also supply a PDF version as a reference file. This will be used to ensure any formatting issues introduced during the submission process can be corrected accurately
- Write your article in English
- Use the following document structure:
  1. Introduction (titling this section is optional)
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  4. References – Include a proper bibliography following the guidelines used by the Journal of the American Statistical Association. See the References section below for further details.
  5. Please upload figures as separate files (necessary for proper typesetting), and also include them either in-text or at the end of the article with figure callouts (e.g. ‘Fig. 2’) in the appropriate places in the text. Please see the “Tables, Figures, and Graphs” section below for more detailed instructions regarding figure submission

## Book Reviews

- Book reviews must start with the citation of the book at the top of the first page

## LATEX Template

- For authors working with LaTeX files, please see the related files and documentation [here](#), including a template for author use and instructions for working with the files

## Fonts

- Only use Unicode fonts (e.g. Times New Roman, Arial). Times New Roman preferred as the primary font

### Colored Text

- Set the font color to black for the majority of the text. De Gruyter encourages authors to take advantage of the ability to use color in the production of figures, maps, images, and graphs. However, you need to appreciate that this will cause some of your readers problems when they print the document on a black and white printer. For this reason, you are advised to avoid the use of colors in situations where their translation to black and white would render the material illegible or incomprehensible

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- To indicate text you wish to emphasize, use italics rather than underlining. The use of color to emphasize text is discouraged
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- Titles of books, movies, etc., should be set in italics rather than underlined

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- The use of abbreviations and acronyms is permitted provided they are defined the first time they are used

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- Headings (e.g., title of sections) should be distinguished from the main body text:
  - Clearly indicate the heading hierarchy
  - Be consistent in whether or not you use headline case, or you capitalize the first word and leave the rest in lower-case

### Footnotes

- Footnotes strongly discouraged

### Tables, Figures & Graphs

- General requirements: All illustrations must be of reproduction-ready quality and in EPS, TIF, or JPG format. They will be reduced in size to fit, whenever possible, the width of a single column. Lettering of all figures within the article should be uniform in style (preferably a sans serif typeface like Helvetica) and of sufficient size (ca. 8 pt.). Uppercase letters A, B, C, etc. should be used to identify parts of multi-part figures. Cite all figures in the text in numerical order. Indicate the approximate placement of each figure. **For typesetting purposes, figures must be submitted as separate image files as well as placed in-text or pasted at the end of the manuscript with appropriate callouts (e.g. Fig. 2) in the article.** Only figures (graphs, line drawings, photographs, etc) should be labeled as 'figures', not tables or equations.
  - Halftone figures (grayscale and color) should have a minimum resolution of 300 dpi and be of good contrast. Authors are welcome to submit color illustrations. De Gruyter is happy to publish color images free of charge
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- Roman letters used in mathematical expressions as variables must be italicized. Roman letters used as part of multi-letter function names should not be italicized. Subscripts and superscripts must be a smaller font size than the main text
- Type short mathematical expressions inline
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  - Insert a blank line before and after each equation
  - Place equation numbers on the right
  - When proofing your document, pay particular attention to the rendering of the mathematics, especially symbols and notation drawn from other-than-standard fonts

### References

- Please follow the style of the Journal of the American Statistical Association. If needed, A guide to this style can be found at the following site, beginning on page five: [http://www.amstat.org/publications/pubdump/ASASTYLE\\_GUIDE.PDF](http://www.amstat.org/publications/pubdump/ASASTYLE_GUIDE.PDF)