MANUSCRIPT PREPARATION GUIDELINES

This document provides authors with details on policy, copyediting, formatting, and layout requirements pertaining to final manuscript submission to this journal. All manuscripts must have correct formatting to be considered for publication.

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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.

• Alexandra Griswold
dralex321@gmail.com
Areas of expertise: public policy, political science, education, economics, social sciences, humanities, ethics
• Cyndy Brown  
browncyndy@yahoo.com  
Areas of expertise: political science, social sciences, humanities, ethics

• Donna Reede  
Reeder Literary Service  
Areas of expertise: political science, economics, mathematical economics, natural sciences, social sciences, technology, law, humanities, liberal arts, literary studies, health and medicine

• Dorothy Schepps  
dshepps2@gmail.com  
Areas of expertise: political science, emergency management, homeland security, community/land use planning, law, economics, cyber terrorism, and cyber security

• Jane Cotnoir  
jane.cotnoir@gmail.com  
Areas of expertise: Local government management, international crime and terrorism, emergency/disaster management, humanities, social science

• Patience Kramer  
patience.kramer@att.net  
Areas of expertise: Health and Medicine (CAM and drug policy and analysis), Economics and Business (with a focus on marketing)

• Steve Peter  
s peter@mac.com  
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)
  2. Subsequent sections which include tables, references to figures and figure captions.
  3. Appendices (if any).
  4. Explanation of symbols mentioned in the text.
  5. References - Include a proper bibliography following the guidelines in the References section below.
  6. Please supply figures in separate files, not embedded 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.

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For authors working with LaTeX files, please see the related files and documentation at http://www.degruyter.com/staticfiles/pdfs/DeGruyter_LaTeX_template_package.zip, including a template for author use and instructions for working with the files.

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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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- Clearly indicate the heading hierarchy.
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- Footnotes must appear at the bottom of the page on which they are referenced rather than at the end of the paper.
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- **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. Do not embed figures within the text body of the manuscript; submit figures in separate files. Only
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- **Figure legends**: Provide a short descriptive title and a legend to make each figure self-explanatory on separate pages. Explain all symbols used in the figures. Remember to use the same abbreviations as in the text body.

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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.

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