<u>**AUTHOR GUIDELINES**</u>

<u>**General Guidelines**</u>
- Your chapter must be new, not something published elsewhere in part or in whole.
- An encyclopedia article succinctly presents the best that is known about a subject.
- The encyclopedia will consist of two types of entries. The first would be a short, tightly-focused, crisp, 3-4 page generic entry on a general topic that could apply to any country (see Tentative Listing of Topics and Subject Areas" for examples). The second type entry would be a longer essay of around 16 pages (including endnotes, references, tables, and figures (see "Template for Local Government Authors" and "Template for Regional Government Authors") that would focus on one entire country. Based on an estimate of 250 words per double-spaced page, the word count limit for the first type entry would be 500-1,000 words, while the word count for the second kind of entry would be up to 4,000 words.
- Keep your language simple and avoid technical terms or academic jargon because readership of the book will include elected and non-elected public officials, journalists, mass media reporters, and the general public.
- In addition to consulting scholarly refereed articles, chapters in edited volumes, and scholarly books and monographs, feel free to use newspaper articles, pamphlets, material disseminated by organizations such as political parties and interest groups, for example, government in-house documents and memoranda, technical and applied research reports, and credible websites and blogs, and the text of interviews you may have conducted.
- Please do not exceed the word limit provided for your article. The word limit includes endnotes, references, tables, and figures.
- Kindly submit a short bio line with your article. For example: **John Kincaid**, Lafayette College, USA

Formatting
- Use Word (12 Font, Times New Roman-- not PDF); 1" (2.54 cm) margins all around each page.
- Page numbers are required on all pages.
- Do not use acronyms or computational abbreviations.
- Please include complete first and last family names in the reference list.
- Use of the 17th edition of *The Chicago Manual of Style* from start to finish of your article.

Figures, Tables, and Appendices
- Please try to avoid the use **of** tables, figures, or appendices in your entry or short articles; however, please feel free to contact us if you think that an exception should be made for either tables and figures

References
- Limit your references and selected further readings to no more than 7 citations. Therefore, cite only the very best or most informative literature for readers. An encyclopedia article is not a research article or discursive essay.
- **Author-Date system of the 17th Edition of the Chicago Manual of Styl**e

- o Information can be found in Chapter 15, Documentation II: Author-Date References
  - o See below for a basic reference list example.
- Please provide authors' first and last names, rather than last name and first initial
- All listed references must be cited in the text, and vice versa. Do not include non-cited material in references.
- Please include a link to all non-published work, e.g., working papers, conference papers, etc.
- Publication information for each reference must be complete and correct at time of submission.
- If you are using the following research tools, we recommend:
  - o LaTeX – biblatex, style=chicago-authordate,
  - o MS Word 2016 includes CMS, for previous Word versions, try the Zotero MS-Word add-in
  - o Zotero – Chicago Manual of Style 17th Edition (author-date)
  - o EndNote – download the Chicago Manual of Style 17th Edition Author-Date (B)

In-Text Citations

- Use the Author-Date system in the following format: (Author Year, Pages) such as Jones 2018, 104; Ghandi 2020). Note there is no comma between the author and the year. Separate mass citations with a semicolon.
- Do not redact your self-citations.
- Do not use any footnotes or endnotes in your article.

Basic Format of Your Article (Example)

County Government (Flush left, Bold, Lower-case letters except for first letter of title)

The United States had 3,031 county governments in 48 states in 2017. Counties are legal creatures of their state and serve as (a) decentralized arms of state government to bring state law and services close to the people and (b) self-rule local governments able to levy taxes and provide local services to residents (Benton 2002).

County services: Counties provide many services to their residents such as law enforcement, incarceration, hospitals, xxxxxxxxxxx

References and selected further reading (Flush left, Bold, Lower-case letters except for first letter of the heading, and no more than 7 citations)

Benton, J. Edwin. 2002. "County Service Delivery: Does Government Structure Matter?" *Public Administration Review* 62 (4): 471-479.

If at all possible, avoid titled subsections in your article.

Please contact us for additional information not covered here

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