THE HORN BULLETIN STYLE GUIDE 2018

About the HORN Bulletin Style Guide

The HORN Institute has created this guideline to help HORN staff, visiting fellows, researchers, and external authors to prepare their articles for publication in the HORN Bulletin. *The HORN Bulletin* is a bi-monthly publication by the HORN Institute. It contains thematic articles mainly on issues affecting the Horn of Africa and parts of the Great Lakes region. Issues that can be explored include terrorism and violent extremism; defense and security; diplomacy and foreign policy; politics, governance and statecraft; and peacemaking and conflict management.

The HORN Bulletin Style Guide follows the conventions of American Psychological Association (APA) citation style (6th Edition) and Merriam-Webster dictionary. There are some exceptions to these publications that are specific to HORN Institute, which are listed in a separate guide known as *HORN International Institute for Strategic Studies House Style Guide.*

General Paper Formatting

1. Submissions should be in Microsoft Word (Word 2007 or Word 2010).
2. The title page must contain: the title of the article, full name, e-mail, telephone, and a short bio (about 130 words).
3. Include a 200 word (max) abstract
4. Keep all paragraphs left aligned with no indentations at the start of a paragraph. Paragraphs should have one line space between them with 1.5 spacing between sentences.
5. Use Book Antiqua font; size 11.
6. The typical word count for *The HORN Bulletin* article is between 4,500 words to 5,000 words including the abstract and references.

7. Submit the article to the Managing Editor at communications@horninstitute.org

Formatting the Reference List

As a rule of thumb, include citations of references in your work. The HORN Institute Style generally follows APA citation style. In a nutshell:

1. Reference lists begin immediately following the conclusion. Type the word "References" flush against the left margin. Use hanging indent form where the first line of each reference is set flush left and subsequent lines are indented. 1.5 spacing throughout the paper is preferred.

2. References are arranged alphabetically by the author's name, not by format of publication (book, journal, etc.). That is, the author should be first element, and if no author is present, use the editor's name, if no editor is present, start with the book title or article title.

3. Do not use footnotes for citations. Footnotes may be used to explain significant points, but should be used sparingly.

4. Remember to remove hyperlinks from URLs to prevent them appearing with an underline or color.

5. For all in-text citations, refer to the APA 6th Style.

When Writing…

1. Be concise and clear — do not overwrite, overstate or use fancy words. Decorative prose is problematic to understand and can often obscure the point you are trying to make.

2. Acronyms and abbreviations should be used sparingly and fully explained when first used. Abbreviations and symbols must be standard.

3. Writers should ensure consistency in headings, capitalization, and line spacing. In addition, check out for typographical and grammatical errors.