RESOLVE NETWORK

**INSIGHT INTO VIOLENT EXTREMISM
AROUND THE WORLD**

Editorial Guidelines and Publications

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Purpose and Focus

The RESOLVE Network was created in 2015 to connect organizations and experts working on P/CVE, identify gaps in knowledge, and facilitate exchanges between international and local experts through carrying out nuanced, locally-informed research projects and elevating policy-relevant insights on the drivers of violent extremism and sources of community resilience. With the goal of facilitating the exchange of knowledge among local and international policymakers, practitioners, and researchers, the RESOLVE Network publishes a series of publications that are authored on an invitation-only basis by experts and scholars in the field and open to submissions from the broader public (depending on publication type).

In line with RESOLVE's research priorities, RESOLVE Network publications are focused on:

- Providing insight on global and local dynamics in their relation to violent extremism, including:
  - Violent extremist organizations, their evolution and spread locally and internationally,
  - Drivers of support for or recruitment into violent extremist organizations in local contexts,
  - Sources of resilience to violent extremism in local contexts,
  - Analysis of international and local policies to prevent and counter violent extremism.
- Providing nuanced, actionable recommendations to improve local and international policy and practice to prevent and address violent extremism.
- Identifying gaps in existing literature on violent extremism to prioritize in future research.

Publication Types and Opportunities

RESOLVE publications vary in their intended policy audience, scope and focus, and opportunities for authorship. All publications should be prepared and formatted with a view toward targeting busy policymakers and practitioners who are looking for quick answers and clear guidance on complex problem sets. Please review the publications types below for details on opportunities and publication types:

RESOLVE Network Original Research – By Invitation Only

- *Research Papers*

  RESOLVE Research Papers (Mapping Papers) map the current state of the field in violent extremism-related literature on a specific topic and/or geographic area. Like other RESOLVE publications, Research Reports note areas for further research and present policy-relevant recommendations based on findings. Research Papers are generally tied to a specific RESOLVE Network Initiative and are held to high quality standards through a double-blind peer-review process. Approx. 10,000-13,000 words in length.

- *Research Briefs*

  RESOLVE Research Briefs (Case Studies) present targeted, in-depth analysis on a specific violent extremism-related theme and/or geographic area based on findings from field research. Like other RESOLVE publications, Research Briefs note areas for further research and present policy-relevant recommendations based on findings. Research Briefs are generally tied to a specific RESOLVE Network Initiative and are held to high quality standards through a double-blind peer-review process. Approx. 4,000-5,000 words in length.

Externally and Internally-Produced – Open to Public Contribution and Submission

- *Policy Notes*

  RESOLVE Network Policy Notes are exclusively focused to presenting policymakers with a short list of timely and targeted recommendations based on the analysis of a mix of scholarly, grey, and practice-based literature and developing violent extremism-related trends. Subject to standard editorial review and copyedit by the RESOLVE Network Secretariat and/or Research Advisory Council. 2-4 pages in length.

- *RESOLVE Insights*

  Short, timely online analysis and commentary on developing trends and recent events published on the RESOLVE Network website. RESOLVE Insights are meant for a wide variety of audiences and should contextualize the event in terms of its relevance to violent extremism. Insights follow a blog format and represent the informal analysis of the authors on recent events, research, or geographies and/or topics of interest. Hyperlinks citing recent news or analyses within the text are encouraged. Subject to standard editorial review and copyedit by the RESOLVE Network Secretariat. Approx. 800-1,000 words in length.

RESOLVE Network Secretariat Publications – Created and organized by the RESOLVE Network Secretariat

- *Backgrounders*

   Created exclusively by the RESOLVE Network Secretariat. 1-2 pagers describing and providing background on the purpose and goals of a particular RESOLVE Network initiative.

- *Fact Sheets*

   Created exclusively by the RESOLVE Network Secretariat. 1-2 pagers created to supplement RESOLVE Network Research Reports and briefs. RESOLVE Fact Sheets use data visualizations and graphics to present the key findings of RESOLVE Network original publications.

- *Compendiums & Edited Volumes*

   Created exclusively by the RESOLVE Network Secretariat. Compendiums are collections of original research and fact sheets produced for a specific RESOLVE Network Initiative. They Include an introductory chapter analyzing findings from the research produced as a whole and recommending areas for future research and focus. Similar to compendiums, edited volumes are collections of research submitted to RESOLVE through invitation or through a call for papers on a specific topic or region.

Publication Standards

The RESOLVE Network is dedicated to local insights, accuracy, impartiality and objectivity, empiricism, and policy relevance. Authors of RESOLVE Network publications are expected to uphold those values in their research and writing. The views expressed in RESOLVE Network publications are those of the authors, and do not represent the views of the RESOLVE Network, its Partners, the U.S. Institute of Peace, or the U.S. government.

All written materials published for RESOLVE are expected to adhere to the aforementioned and following standards:

Research Integrity and Ethics

- RESOLVE upholds high standards of research and publication ethics. Falsifying information and/or data and plagiarism—including self-plagiarism—is unacceptable. Make sure that direct quotes, paraphrasing, summarizing, data, graphics, and figures are all adequately cited.
- The RESOLVE Network adheres to Institutional Review Board (IRB) guidelines and secures IRB approval for all research involving human subjects. For more on these guidelines, see: http://www.solutionsirb.com/
- Research Reports, Research Briefs and Policy Notes must be original and solely published with RESOLVE. RESOLVE Insights may be cross-posted across multiple platform provided proper permissions are obtained and acknowledgement given. RESOLVE will not accept manuscripts currently undergoing review at other outlets.
- If the manuscript findings were derived from other research projects, the specific projects and funding (if applicable) must be clearly stated at the time of submission and in the "Acknowledgements" or "About this Report" section. All necessary permissions must have been received from third parties for the use of materials not publicly available.
- Conflicts of interest and biases should be clearly stated and declared to the Editorial Council prior to submission.

Authorship

- To be a listed author, individuals must have contributed significantly to the study in at least one of the following ways:
    - Collecting and analyzing data
    - Writing and editing paper content
- Acknowledgments for contributions from individuals not listed as authors must be given in an "Acknowledgments" section.

Clarity in Language, Methodology, and Transparency in Limitations

- All publications should be clearly worded and accessible to a diverse array of audiences, while also providing targeted information and insight to policymakers and practitioners.
- Clearly state all author assumptions in analyses presented.

- For Research Reports and Research Briefs, a comprehensive methodology section denoting how, where, when, and from what types of populations and resources the data informing the publications was obtained.
- Where necessary note limitations in research findings and their applicability to other contexts.

Timely and Local Insight

- Analysis should tap into current trends and interests to deliver a lasting and targeted recommendations for policy and practice.
- Where possible, seek information from local and/or primary sources (consultations, interviews, literature, news, etc.) to verify and/or question concepts and theories derived from literature review. If human subjects are involved, authors are again required to maintain IRB ethics standards and approvals, if necessary.

Guidelines for Submission

*Authors submitting manuscripts to RESOLVE agree to open-access [CC BY-NC-ND 4.0](#) distribution terms. RESOLVE **only** accepts submissions via email. No paper submissions will be accepted.*

Those seeking to author a RESOLVE Network publication are required to follow a two-step submission process (as laid out below):[1]

>> Step 1: Inception Report/Outline Submission

Prior to submitting a draft manuscript, authors are required to submit an ***inception report*** (for Research Briefs and Research Reports only) or ***an abstract and outline*** (for RESOLVE INSIGHTS blog entries and Policy Notes) via ONE (1) email to **research@resolvenet.org** (or the author's main point of contact on the RESOLVE Network Secretariat team). The emails should include the following:

In the email body:

- Manuscript Type (Policy Note, RESOLVE Insight, etc.)
- Manuscript description (no more than 100 words)
- Statement of Acknowledgement and Disclosure:
- In the email of submission, please provide a statement acknowledging that you have read and adhered to all of RESOLVE publication guidelines and disclose any conflicts of interest (real or potential). If necessary, please also provide documentation of research ethics (IRB or equivalent) approval.
- Brief author bio(s) (no more than 250 words total).

Email attachment (ONE document):

- Format
  - Microsoft Word (.doc or .docx) file titled:
    (Insert either inception report or outline depending on the manuscript type)_RESOLVE(insert project name and/or manuscript type)_(insert date of submission_(insert author initials)
- Font: Times New Roman, size 12
- 1.5 Line Spacing Purpose of the research product:
  - What is and why are you conducting this research?
  - Why it is important to understand
  - Who is the main audience?
  - What is its relevance to RESOLVE Network research priorities?
- Outline of key points/headings for the research product

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[1] **By Invitation-Only Submissions:** Submission guidelines for Research Reports and Research Briefs (invitation-only pieces) will be distributed to individual authors at the time of invitation. Submissions should be sent via email to the author(s)' point of contact in the RESOLVE Network Secretariat.

- Additional items for Research Briefs/Reports **only**:
  - Preliminary Findings of the Desk/Literature Review
  - Research Questions
  - Methodology and Data Collection Instruments
  - Sampling Strategy
  - Limitations to the Study

Upon receipt, the RESOLVE Network Research Advisory Council and/or membership will review the inception report/outline. Accepted authors will be asked to submit a full manuscript **(step 2)**.

>> Step 2: Draft Manuscript

For those asked to submit a full manuscript, please send ONE (1) email to **research@resolvenet.org** (or the author's main point of contact on the RESOLVE Network Secretariat team) including the following:

In the email body:

- Manuscript Type (Research Report, Research Brief, Policy Note, RESOLVE Insight, etc.)
- Manuscript description (no more than 100 words)
- Statement of Acknowledgement and Disclosure:
- In the email of submission, please provide a statement acknowledging that you have read and adhered to all of RESOLVE publication guidelines and disclose any conflicts of interest (real or potential). If necessary, please also provide documentation of research ethics (IRB or equivalent) approval.
- Brief author bio(s) (no more than 250 words total).

Email attachments:

- Draft Manuscript:
  - Format
    - Microsoft Word (.doc or .docx) file titled:
      DRAFT**(insert draft number**)_RESOLVE**(insert project name**)_**(insert date of submission**
    - Font: Times New Roman, size 12
    - 1.5 Line Spacing
  - Citation Style:
    - For Research Reports and Policy Notes: Chicago Manual of Style footnotes plus a "Sources" section
    - For RESOLVE INSIGHTS: hyperlinks in text.
  - Additional Content:
    - Author name(s)
    - Acknowledgments (no more than 60 words for RESOLVE Insights and Policy Notes), if applicable
- A high-resolution photo (if available) with acknowledgements.

Publication Timeline

The timeline below is for RESOLVE Network Research Briefs and Mapping Paper submissions wherein original research is funded by the RESOLVE Network. Other publications (i.e. RESOLVE Insights and Policy Notes) are subject to shorter publication timelines (typically 1-3 weeks from the time of inception report/outline submission to publication).

1-2 weeks
- Submission of Inception Report/Outline
- Feedback on Inception Report/Outline and Invitation to Submit a Manuscript

Varies (~3-4 mos)
- Research and writing

1-2 weeks
- Submission of full/draft manuscript
- Feedback from RESOLVE Secretariat

3-4 weeks
- Revisions of full/draft manuscript

1-2 weeks
- Submission of revised draft
- Peer review returned to author

2-3 weeks
- Final text revisions by author
- Final draft submission

1-2 weeks
- Copyedits and final author approval

1-2 weeks
- Templating and final author approval
- Publication

Guidelines for Reviewers

RESOLVE Network peer-reviewers are charged with providing feedback to ensure quality of methodological approaches, soundness of research findings and arguments, and coherence and logical flow in the structures of RESOLVE Network research products. Peer-reviewers are not expected to substantially rewrite or edit the manuscripts that they receive.

Upon reviewing manuscripts, reviewers are asked to submit a one (1) page written reviews of the document – specifically commenting on methodology, quality of argumentation, and logical/coherent structure and flow while also noting any errors in reason or fact within the manuscript for the author. If necessary, the reviewer can supply another one (1) page written review for the editor in addition to the review for the author.

Reviewers should also note whether the manuscript is:

- Accepted as is, ready for copyedit
- Accepted, but needs specific revisions (as noted by the reviewer)
- In need of substantial revision and resubmission
- Rejected