SPECIAL JURISDICTION FOR PEACE
COMMISSION ON TERRITORY AND THE ENVIRONMENT

Guidelines for the publication of contributions to the edited volume:

"Armed conflict, the environment, and territory: reflections on the territorial and environmental approach at the Special Jurisdiction for Peace"

GENERAL REMARKS

1. Contributions to the edited volume shall be original work or substantially updated versions of earlier publications. **Published papers or book chapters (including translations thereof) will not be accepted.**

2. The edited volume will be published as a bilingual book in Spanish and English. Nevertheless, at least 80% of the articles will be published in Spanish. Proposals submitted in French or Portuguese may be considered exceptionally for publication based upon their originality and the interest that they generate. In that case, the SJP will be responsible for their translation into Spanish. Authors who submit proposals in languages other than Spanish shall provide an additional 2-page abstract in Spanish.

3. Submissions must be presented in Word format.

4. Abstracts shall observe a 1,000-word limit (footnotes included) and shall abide by the detailed content of the call for submissions.

5. The final version of the articles submitted shall have a length of between 5,000 and 10,000 words (footnotes included).

6. Longer articles may only be accepted on an exceptional basis.

The contributions to the edited volume shall observe an amended version of the latest edition of the **Notes-Bibliography References of the Chicago Manual of Style (**https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html**),** composed of footnotes on each page and a list of references or bibliography at the end of the article. The information must be presented in accordance with that format and

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observing its punctuation rules (commas, periods, colons, semi-colons, parenthesis, etc.). The list of references must include all the works that were cited within the text (in a 1:1 ratio), they must be numbered, and they must be presented in alphabetical order. It is essential to include the full names of the authors and/or editors of each listed work.

Format and preparation of the proposals:

The authors must observe the following guidelines in order to consider their proposals for publication:

- Articles must be written in Word format, font Times New Roman, size 12, with 1 ½ spacing. Pages must be letter size and they must be numbered. Margins must be 2,5 cm on all sides.
- Footnotes must be written in font Times New Roman, size 10, with single spacing.
- Articles must be between 5,000 and 10,000 words in total, including abstracts, keywords, footnotes, and lists of references.
- Articles must contain an abstract in Spanish, no longer than 1,000 words, and its respective translation either into English or Spanish. The title of the article may be presented in both languages.
- Articles must contain between three and six keywords in English and in Spanish. The keywords must reflect the content of the document and, thus, they must refer to the specific topics of the article, highlighting the areas of knowledge to which it pertains and the main ideas discussed.
- Articles must be written in an academic language that is accessible to audiences from different backgrounds.
- Authors must provide their professional information (i.e. academic degrees, institutional affiliation, number of ORCID, investigation groups or lines – if applicable –, their two latest publications, and their email address) in an annex.
- That same annex must detail the origins of the article. Should it be the result of an investigation, the information regarding the project to which it belongs and the name of the financing institution – if applicable – must be included.
- Should cited works possess a DOI identification number, this must be included in the list of references.

Editing rules:

- The first time an acronym or abbreviation is employed, it must be written in all caps, between parenthesis, and next to the complete formulation. From that point onwards, only the acronym or abbreviation must be employed.
- Citations that are four lines or longer must be presented in long citation format, within quotation marks, with single spacing, font size 11, and reduced margins.
- Charts, graphics, illustrations, photographs, and maps must be referenced and explained in the text. They must also be entitled and numbered sequentially, as well as accompanied by their respective footers and source(s). They must be

placed immediately after the paragraph in which they are announced. Images must be submitted in high resolution and digital format (.jgp, .tiff 300, and .dpi 240). The Commission on Territory and the Environment of the SJP cannot guarantee the publication of those images that fail to meet this standard. It is the author's responsibility to submit permission for the publication of the images that may be subject to copyright.

- Footnotes must be written in digits instead of Roman numerals.
- The complete references of all the works cited in the article, which correspond to those contained in the footnotes, must be arranged in alphabetical order in the list of references or bibliography.

The following abbreviations will illustrate the citation format in footnotes (FN) abbreviated notes (NA) and the list of references or bibliography (B):

Books or book chapters:

Single author
FN Name Last Name(s), *Full title* (City: Editorial, year), pages consulted.
Example: Hernando Téllez, *Nadar contra la corriente: escritos sobre literatura* (Bogotá: Ariel, 1995), 165.

AN Last Name(s), *Shortened title*, pages consulted.
Example: Téllez, *Nadar contra la corriente*, 364.

B Last Name(s), Name. *Full title*. City: Editorial, year.
Example: Téllez, Hernando. *Nadar contra la corriente: escritos sobre literatura*. Bogotá: Ariel, 1995.

Two or three authors
FN Name Last Name(s) and Name Last Name(s), *Full title* (City: Editorial, year), pages consulted.
Example: Rocío Londoño y Gabriel Restrepo, *Diez historias de vida* (Bogotá: Fundación Social, 1995), 12.

AN Last Name(s) and Last Name(s), *Shortened title*, pages consulted
Example: Londoño y Restrepo, *Diez historias de vida*, 364.

B Last Name(s), Name, and Name Last Name(s). *Full title*. City: Editorial, year.
Example: Londoño, Rocío y Gabriel Restrepo. *Diez historias de vida*. Bogotá: Fundación Social, 1995.

Four authors or more
N Name Last Name(s) *et al.*, *Full title* (City: Editorial, year), pages consulted
Example: María Quijano et al., *Educación de historia a finales del siglo xix* (Caracas: Cedro, 1995), 12.

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AN Last Name (s) *et al*, *Shortened title*, pages consulted
Example: Quijano et al., *Educación de historia*, 364.

B Last Name(s), Name, Name Last Name(s), Name Last Name (s) and Name Last Name (s). *Full title*. City: Editorial, year.
Example: Quijano, María, Susana Pérez, Julia Tuñón, Sergio Álvarez y Sergio Villarreal. *Educación de historia a finales del siglo xix*. Caracas: Cedro, 1995.

Book chapters
FN Name Last Name(s), "Article title", in *Ful title*, edited/compiled/coordinated by Name Last Name(s) and Name Last Name(s) (City: Editorial, year), pages consulted.
Example: Felipe Fernández, "La guerra naval en la era vikinga", in *Historia de la guerra en la Edad Media*, edited by Maurice Keen (México: Océano, 2005), 297.

AN Last Name(s), "(shortened) Article title ", pages consulted.
Example: Fernández, "Guerra naval", 295.

B Last Name(s), Name. "Article title". In *Full title*, edited/compiled/coordinated by Name Last Name(s) and Name Last Name(s). City: Editorial, year, pages consulted.
Example: Fernández, Felipe. "La guerra naval en la era vikinga". In *Historia de la guerra en la Edad Media*, edited by Maurice Keen, 295-321. México: Océano, 2005.

Introductions, prefaces or presentations (other than the leading author)
FN Name Last Name(s), Introduction/Preface/Presentation to *Full Title,* by Name Last Name (City: editorial, year), pages consulted.
Example: Adolfo Meisel Roca, Introduction to El Caribe colombiano, by Gustavo Bell (Barranquilla: Universidad del Norte, 1988), 8.

AN Last Name(s), Introduction/Preface/Presentation to *Shortened title,* pages consulted.
Example: Meisel Roca, Preface to *El Caribe colombiano*, 9.

B Last Name(s), Name. Introduction/Preface/Presentation to *Full Title,* by Name Last Name, page interval. City: Editorial, year.
Example: Meisel Roca, Adolfo. Introduction to *El Caribe colombiano*, by Gustavo Bell, 7-11. Barranquilla: Universidad del Norte, 1988.

Journal or magazine articles and theses

FN Name Last Name(s), "Article title: Article subtitle". *Journal Title* volume, n.° number (year): pages consulted
Example: Ángela Uribe, "El lugar de la persuasión en sociedades degradadas: Sobre Albert Speer". *Revista de Estudios Sociales* n.° 44 (2012): 139.

AN Last name, "(shortened) Article title", pages consulted
Example: Uribe, "El lugar de la persuasión", 139.

B Last Name, Name. "Article Title: Article Subtitle". *Journal Title* volume, n.° number (year): page interval.
Example: Uribe, Ángela. "El lugar de la persuasión en sociedades degradadas: Sobre Albert Speer". *Revista de Estudios Sociales* n.° 44 (2012): 137-144.

Online journal articles
FN Name Last Name, "Article title: Article subtitle". *Journal Title* volume, n.° number (year): pages consulted, URL or Doi.
Example: Francisco Pazzarelli, "Un queso entre otros: Sueros, familias y relaciones en los cerros jujeños", *Revista Colombiana de Antropología* 50, n.° 2 (2014): 98, http://kt.micrositios.net/action.php?kt_path_info=ktcore.actions.document.view&f DocumentId=18411&forceopen.

AN Last Name, "(shortened) Article title", pages consulted.
Example: Pazzarelli, "Un queso entre otros", 100.

B Last Name, Name. "Article title: Article subtitle". *Journal Title* volume, n.° number (year): page interval, URL or doi.
Example: Pazzarelli, Francisco. "Un queso entre otros: Sueros, familias y relaciones en los cerros jujeños". *Revista Colombiana de Antropología* 50, n.° 2 (2014): 95-118, http://kt.micrositios.net/action.php?kt_path_info=ktcore.actions.document.view& fDocumentId=18411&.

Press article (with an identifiable author)
FN Name Last Name(s), "Article title", *Title of the periodical publication*, day and month, year, pages consulted [URL, if the reference was obtained through the internet].
Example: Ricardo Gálvez, "Obesidad: La pandemia del siglo xxi en Latinoamérica", *El Espectador*, 1 September 2012, 14, https://www.elespectador.com/noticias/salud/obesidad-pandemia-del-siglo-xxi-articulo-378403.

AN Last Name(s), "(shortened)Article title", pages consulted.
Example: Gálvez, "Obesidad", 14.

B *Newspaper title.* City, year.
Example: Gálvez, Ricardo. "Obesidad: La pandemia del siglo xxi en Latinoamérica". *El Espectador*, 1 September 2012, 14, https://www.elespectador.com/noticias/salud/obesidad-pandemia-del-siglo-xxi-articulo-378403.

Press article (without an identifiable author)

FN "Article title: Article subtitle", *Title of the periodical publication*, day month year, page(s)/url.

Example: "Aprenda usted a vivir: nuestro enemigo cada día", *El Correo*, 22 de enero de 1966, https://www.elespectador.com/noticias/salud/obesidad-pandemia-del-siglo-xxi-articulo-378403.

AN "(shortened) Article title", pages consulted.

Example: "Aprenda usted a vivir", 12.

B "Article title: Article subtitle". *Title of the periodical publication*, day month year, page(s)/url.

Example: El Correo. "Aprenda usted a vivir: nuestro enemigo cada día". 22 de enero de 1966. https://www.elespectador.com/noticias/salud/obesidad-pandemia-del-siglo-xxi-articulo-378403.

Thesis and other unpublished documents

FN Name Last Name(s), "Title of the thesis" (undergraduate/master's/doctoral thesis, Institution, year), pages consulted.

Example: Martha Bermúdez, "Sinergia y aprendizaje. Un modelo escolar de contacto entre grupos y aprendizaje a través del servicio" (Master's thesis, Universidad de los Andes, 2009), 15.

AN Last Name(s), "(shortented) Title of the thesis", pages consulted.

Example: Bermúdez, "Sinergia y aprendizaje", 20.

B Last Name(s), Name "Title of the thesis". Undergraduate/master's/doctoral thesis, Institution, year).

Example: Bermúdez, Martha, "Sinergia y aprendizaje. Un modelo escolar de contacto entre grupos y aprendizaje a través del servicio". Master's thesis, Universidad de los Andes, 2009.

Interviews and personal communications

Regardless of the medium employed for the interviews or personal communications – radio, audiovisual materials, face to face meetings, online discussions or phone conversations –, the citation will begin with the name of the person/s interviewed or from whom the communication was received. The interviewer or recipient will be mentioned subsequently if available.

It is not advisable to include unpublished interview in the list of references. In that case, the use of footnotes would suffice:

FN

Example: Amalia Torres (teacher from the Gimnasio Moderno), interviewed by Cristina Cruz, 20 november 2010.

Example: Gilles Lipovetsky, La era del vacío no ha terminado, radio interview, 13 May 2004, http://youtube/eiu13gIu-Bs.
Example: Francisco Samper, email to the author, 17 April 2002.

Materials sourced from the internet

Websites
Reference should be made to a collection of documents (pages) or to an individual or organization, whose specific location should be available online.

FN "Page title", *Website title*, date of access (day month year), URL or doi.
Example: "Objetivos del Milenio", *Programa de las Naciones Unidas para el Desarrollo en Colombia*, accessed on 21 May 2015, http://www.co.undp.org/content/colombia/es/home/mdgoverview/.

AN "(shortened) Page title".
Example: "Objetivos del Milenio".

B "Page title". *Website title,* URL or doi.
Example: Programa de las Naciones Unidas para el Desarrollo en Colombia. "Objetivos del Milenio". http://www.co.undp.org/content/colombia/es/home/mdgoverview/.

Blogs
FN Name Last Name (or Pseudonym), "Title of the entry or comment", *Blog title (blog)*, day month year, url.
Example: Tito Torres, "Ejercicios de ortografía para 10°", *My Favorite Thing (blog)*. 13 April 2011, http://tiflaz.blogspot.com/2011/03/ejercicios-de-ortografia-para-10.html.

AN
Last Name, "(shortened) Title of the entry or comment", pages consulted.
Example: Torres, "Ejercicios de ortografía".

B Last Name, Name (or Pseudonym). "Title of the entry or comment". *Blog title (blog)*, day month year, url.
Example: Torres, Tito. "Ejercicios de ortografía para 10°". *My Favorite Thing (blog),* 13 April 2011, http://tiflaz.blogspot.com/2011/03/ejercicios-de-ortografia-para-10.html

Use of Ibíd. o Ídem.

Ibíd
The expression "Ibíd." Should be used in the footnote when different pages of the same work are cited twice or more consecutively, indicating the number of the referenced page. Example: Ibíd., 64.

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Ídem

The expression "Ídem" should be used in footnotes when the author intends to signal that the material being referenced, including the exact page, is identical to the reference immediately before it.

Note: Under no circumstances should the expression "op. cit." be used.

Format and preparation of the reviews:

The reviews must respect the following guidelines:

- Reviews must be submitted to the following email address: publicacion.territorial@jep.gov.co
- Reviews must be written in Word format, font Times New Roman, size 12, with 1 ½ spacing, pages must be letter size and numbered, with 2,5 cm margins on all sides.
- The word limit for the reviews is 1,000 words.
- The reviews must include all the information of the reviewed text (i.e. author, title, date, city, editorial, and number of pages).
- The reviews must include all the academic information of the autor: academic degrees, current place of employment or education, number of ORCID, research group to which they belong, and email address.
- Beyond summarizing the contents of the document, it is expected that the reviews should incorporate a critical and analytical perspective along the same lines proposed for the publication.

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