

Regions & Cohesion

Regiones y Cohesión / Régions et Cohésion

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FORMATTING

The document must be set at the US letter or A4 paper size standard. The entire document (including the notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides. A 12-point standard font such as Times or Times New Roman is required and should be used for all text, including headings, notes, and references. An unusual character or diacritical mark should be flagged, as the character may not translate correctly during typesetting.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (address, phone, fax, and e-mail), biographical data of approximately 100 words for each author, and any acknowledgments. Please provide a total word count and indicate the number of tables and/or figures as included. The figures should be named clearly so that their placement in text can easily be matched to where they are called out in the text.

ABSTRACT/KEYWORDS

The article must include an abstract of no more than 150 words and 6 to 8 keywords. The abstract should not duplicate the text verbatim but include the research question or puzzle, identify the data, and give some indication of the findings. Keywords will be drawn from the content and not duplicate the article title.

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ARTWORK

Figures and corresponding captions should be placed in separate files; only placement indicators should appear in the main text. Figures should be numbered consecutively as they appear in the text. Please number items individually (figure 1, 2, 3, 4) as opposed to grouping items together (figure 1, figure 2a, 2b, 2c). “figure,” “table,” etc., are lowercase unless they begin a sentence or are capitalized in titles. Thus, in the phrase “see figure 11.1,” the word “figure” is lowercase.

For optimal reproduction figures or photos should be submitted as TIFF (resolution at 300 dpi) or EPS (800 dpi), black and white, with all fonts embedded. Additionally, all images should be approximately 4 x 4 inches at the resolution indicated. Figures may also be submitted on glossy camera-ready paper.

Tables and corresponding captions should be placed in separate files; only placement indicators should appear in the main text. As with the figures, please be sure to number the tables consecutively.

Authors are responsible for providing images, tables, graphs, diagrams and charts in a form ready to be printed.

PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Regions & Cohesion is a refereed journal. Articles are sent to at least two scholars with relevant expertise in the field, who will advise the Editors on publication and provide recommended changes. The Editors will notify the author of their decision and provide the anonymous referees' comments together with a list of any changes needed for the article to be accepted for publication. *Regions & Cohesion* will not accept manuscripts which have been simultaneously submitted to other journals.

PUBLICATION

Manuscripts that have been accepted for publication but do not conform to the style guide will be returned to the author for amendment. The Editors also reserve the right to alter usage to conform to the style guide issued by the Publishers. Authors may not supply new materials or request major alterations following the copyediting stage so please ensure that all text is final upon acceptance. Contributors will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

STYLE GUIDE

The *Regions & Cohesion* style guide is based on the *APA Style* 6th edition, with some deviations for house preferences. Please note that the journal uses US punctuation and spelling for English, following Merriam-Webster's Collegiate Dictionary.

ARTICLE TITLE AND HEADINGS

- Use sentence case in the article title, subtitle, and headings (in English).
- Superscript note reference numbers and/or asterisks should not be placed on essay titles, headings, epigraphs, or the essay author's name.

ABBREVIATIONS

- Acronyms must be spelled out on first appearance with the acronyms in parentheses, e.g. Consortium for Comparative Research on Regional Integration and Social Cohesion (RISC). The acronym can be used thereafter.
- Common abbreviations for references:

<i>English</i>	<i>French</i>	<i>Spanish</i>
ed./eds.	ed.	ed.
trans.	trad.	trad.
vol./vols.	vol.	vol.

DATES, NUMBERS AND RANGES

- Use words to express numbers less than 10; any number beginning a sentence, title, or text heading; common fractions; and universally accepted usage:

Forty-eight percent of the sample showed an increase; 2% showed no change.
Twelve students improved, and 12 students did not improve.

one fifth of the class
two-thirds majority

the Twelve Apostles
Five Pillars of Islam

- Use numerals to express all numbers 10 or more, except as noted above.
- To form the plural of numbers, whether expressed as figures or words, do not add an apostrophe:

fours and sixes

1950s

10s and 20s

- Treat ordinals as you would cardinal numbers; use ninth not 9th, 20th not 20th

the fourth graders

the 75th attempt

- Number ranges should be non-abbreviated: 1979–1999; 249–381.
- Use “from 1924 to 1928” or “between 1924 and 1928”;
Do not use “from 1924–1928,” and not “between 1924–1928”
- Dates should be set day/month/year:

English
1 January 2010

French
1 janvier 2010

Spanish
1 enero 2010

BIAS/PAROCHIALISMS

- If possible, avoid gender-specific language in contexts in which it is not necessary. The use of neutral pronouns is preferred whenever feasible: humankind instead of mankind; spokesperson instead of spokesman

APA SYSTEM

- In-text citations should follow the author-date system with full documentation in the Reference section.
- Every author mentioned in the reference list must be cited in the main text, and every author cited in the main text must be listed in the reference list.
- Any parenthetical notes should be presented as endnotes, and should be kept short and to a minimum.
- Acknowledgements should not be included as a numbered note but given its own heading and paragraph following the body of the text, prior to the note and reference sections.

IN-TEXT, APA CITATION EXAMPLES

- Smith (1987) argues that...
- (Smith, 1987; Pickett & White, 1985)
- Jones’s research (1977, 1979a, 1979b)
- (Kant n.d.; McGinnis, in press)
- Single Author with Multiple Sources: (Smith, 1993, p. 63; 1998, pp.124–169)
- Three or More Authors: (Jones et al., 2001)
- Authors with Same Last Name: (D. Smith 1981; G. Smith 1999)
- Original date of publication plus edition used: James (1890/1983)
- Direct quotation from online material without pagination: (Basu & Jones, 2007, para. 4)

REFERENCE LIST

- The style that RECO has adopted for its reference lists is based on the APA Style, 6th ed., which dictates that:
 - Authors are listed by last name followed by initials.
 - Publication year goes between parentheses, followed by a period.
 - The title of a book, chapter or article is in sentence-case, meaning only the first word and proper nouns in the title are capitalized. Subtitles follow the same style.
 - A Journal title is set in title case, and is followed by the volume number, which, together with the title, is also italicized.
 - The reference list must be in alphabetical order with a period placed at the end of each entry. For multiple listings under an author's name, list the oldest publication first, followed by the next publications, in chronological order.
- Please confirm that web links are accessible as cited.
- If possible, update information where references cited are in press or submitted for publication.

REFERENCE EXAMPLES

BOOK

Koff, H. (2008). *Fortress Europe or a Europe of fortresses: The integration of migrants in Western Europe*. Brussels: P.I.E.-Peter Lang.

TWO AUTHORS (USE COMMA TO SEPARATE):

Castles, S., & Miller, M.J. (2003). *The age of migration*. 3rd edition. New York: The Guilford Press.

THREE OR MORE AUTHORS

Naranjo Giraldo, G., Lopera Morales, J.E., & Granada Vahos, J. (2009). Las políticas públicas territoriales como redes de política pública y gobernanza local: La experiencia de diseño y formulación de las políticas públicas sobre desplazamiento forzado en el departamento de Antioquia y la ciudad de Medellín. *Estudios Políticos*, 35, 81-105.

EDITED BOOK, NO AUTHOR

Maganda, C., & Koff, H. (Eds.). (2009). *Perspectivas comparativas del liderazgo/Comparative perspectives on leadership*. Brussels: P.I.E. Peter Lang.

EDITED BOOK WITH AN AUTHOR OR AUTHORS

Plath, S. (2000). *The unabridged journals*. K.V. Kukil, (Ed.). New York, NY: Anchor.

CHAPTER IN A BOOK (NOTE PLACEMENT OF PAGE NUMBERS AND EDITORS):

Cesarin, S.M. (2008). Los nuevos escenarios de integración en Asia y América Latina y el Caribe: La ASEAN y el MERCOSUR desde una perspectiva comparativa. In P. De Lombaerde, S. Kochi & J.B. Ruiz (Eds.) *Del regionalismo latinoamericano a la integración interregional* (pp. 281-312). Madrid: Siglo XXI España Editores.

ARTICLE IN A JOURNAL:

Amilhat Szary, A-L. (2003). L'intégration continentale aux marges du MERCOSUR: Les échelles d'un processus transfrontalier et transandin. *Revue de Géographie Alpine*, 3, 47-56.

TRANSLATIONS:

Runciman, W.G. (1978). *Weber: Selections in translation*. (Eric Matthews, Trans.). Cambridge: Cambridge University Press.

ARTICLE IN A NEWSPAPER OR MAGAZINE:

Pelletier, E. & Pontaut, J-M. (2005, Novembre 17-23). La sécurité : Proximité ou bâton. *L'Express*, 2837, 46-47.

DISSERTATION:

Parra, C. (2010). *The governance of ecotourism as a socially innovative force for paving the way for more sustainable development paths: The Morvan regional park*. (Unpublished doctoral dissertation). Université Lille 1 Sciences et Technologies, Lille, France.

ORGANIZATION AS 'AUTHOR':

American Historical Association. (2003).

MATERIALS IN ARCHIVES:

Allport, G.W. (1930-1967). Correspondence. Gordon W. Allport Papers (HUG 4118.10). Harvard University Archives, Cambridge, MA.

INTERNET / WORLD WIDE WEB SITES:

Plumwood, V. (2004). Environmental justice, in institutional issues involving ethics and justice. In R. C. Elliot (Ed.) *Encyclopedia of life support systems (EOLSS)*, editor. Oxford: UNESCO and Eolss Publishers. Retrieved from <http://www.eolss.net>

TEXT PREPARATION CHECKLIST

- All text, including headings, sub-headings, notes, and references, are set in a standard 12-point type, such as Times or Times New Roman, and must be double-spaced with a 1-inch margin on all sides.
- US spelling has been used: set default language to "English (USA)," and make sure that the spell checker is in US English.
- The abstract is no more than 150 words.
- The keywords are limited to eight and listed in alphabetical order.
- Although the contributions may originally have been papers presented at a conference, in the journal they should be referred to as articles.
- Italicize on every instance foreign-language words that are not common in general English usage.
- URLs should not be located in the main text when used in a bibliographical sense (although names such as Amazon.com are acceptable). URLs should be relocated to endnotes or the reference list.
- Copyright permissions have been obtained for any quotations longer than 400 words.
- Any artwork supplied conforms to the requirements with location called out in the text and all permissions cleared.
- The Style Guide has been followed:
- References adhere to the examples provided.
- Every author mentioned in the reference list has been cited in the main text or notes, and every author cited in the main text and notes has been listed in the reference list.

Please always double-check your manuscript to see that these conditions have been met.