



PROJECT STATECRAFT

Veritas et Aequitas

A YOUTH
POLICY
THINK TANK

PSC Research and Editorial Guidebook

About Project Statecraft

Project Statecraft is a youth-led policy think tank and an education-based organisation working in the fields of public policy, governance, foreign policy, and public administration. We publish, motivate, and guide young people engaging in policy research. We capacitate young people in public policy, argumentation, writing, and the most current issues in the world through workshops, webinars, podcasts, simulations, and boot camps. We aim to empower the youth, edify the masses, and enact a change driven by young people.



We hope that this guidebook serves as an effective tool for all the researchers at PSC and the prospective guest researchers wishing to publish with Project Statecraft. We expect the submissions to be inline with this guidebook for qualitative research to be published. While the quality and clarity of research is a priority for us, we also expect researchers to bring the youth factor to their research through out-of-box thinking, innovative and novel ideas, and above all identifying and providing solutions to problems which wouldn't be undertaken by conventional decision-makers around us.

Brief Formatting Guideline

Introduction: Project Statecraft's Editorial team performs an extensive manuscript peer review of submitted research articles, paper and policy briefs. They investigate every research element of your paper, such as soundness of study design, reporting of method, significance to the topic, ethical soundness, and sufficiency of content analysis. They will also provide a detailed check of research compatibility to minimize chances of rejection. Our team's feedback is presented in a clearly segregated and detailed manner to maintain the quality in terms of clarity of presentation, organization and structure, evidence supports conclusion, adequacy of literature review, etc within the submitted document.

Framing an Outline for Research paper/Article/ Policy briefs

Research publications at our organisation have a word limit of 2000-3500 words. Articles less than 2000 words will be approved subject to the Editorial Board's decision depending on the comprehensiveness and analysis incorporated in the article.

The structure of your outline will be similar regardless of whether you are writing a research article/paper or something more general. The chief components to an outline are:

1. **Title**
2. **Subtitle**
3. **Abstract**
4. **The Introduction**
5. **The Body (Under Appropriate Headings)**
6. **The Conclusion**
7. **List of References**

Title: A clear title is required to highlight the objective and general view of the document you submit for publication. Preferably titles are shorter in length and do not exceed 12-15 words.

Abstract: A clear outline/summary or research point of your entire paper summarised briefly and to the point. The abstract clarifies the hypothesis, the research questions as well as the area where your paper is innovating or submitting its research on. *Preferably do not exceed 250 words on the abstract.*

The Introduction: The purpose of the introduction is to present the whole idea of the study by explaining the main issues which later could be considered as the research variables and also to present the idea why this study should be conducted. Structurally, it can address the *Problem Statement, Research Questions & Hypotheses* and *Conceptual Framework*.

The Body: Subsections and paragraphs should build upon your thesis statement by providing facts to support your argument and answer the research questions pondered. This section should elaborate and provide detailed insights with facts cited with adequate literature.

Conclusion: The writer should summarize the main points addressed in the paper and compress the context of the paper/article/brief with brief & comprehensive explanation.

Page Margins	1" on all sides (top, bottom, left, right)
Font	12-pt. Easily readable - Times New Roman. For figures, however, use a sans serif font such as Arial.
Spacing	1.15 spacing throughout, including subtitles and bibliography/references
Alignment of Text	Alignment of the titles/subtitles should be left Alignment of Paragraphs - Justified
Paragraph Indentation	Indentation should be mostly towards the left. Although 'Decrease indentation' and 'Increase indentation' can be used accordingly.
Page Numbers	Page numbers can be added in the footer (Bottom left, centre or right, whichever the author prefers)
Section Headings	Top level headings should be on the left side of the page and bold format Second level headings should be flush left and <i>italicized</i> ,
Title Page	Title page should cover the topic name, author's name, abstract/executive summary of the document.
Tables & Illustrations	<ul style="list-style-type: none"> - Place tables and illustrations as close as possible to the text you refer to - A table is labeled <i>Table</i> and given a number (e.g., Table 1). Title of the table should be placed at the centre in bold. - Photos, graphs, charts or diagrams should be labeled <i>Figure</i> (usually abbreviate <i>Fig.</i>), and assigned a number (e.g., Fig. 1). Title of the figure should be placed at the centre in bold. - For both, please add sources referred to.
References	<p>To cite the literature referred and used in the document, the author can use <i>APA 7th edition of publication manual</i>, <i>MLA 8th edition</i>, <i>4th Edition OSCOLA</i>, <i>19th Edition BLUEBOOK</i> and <i>US Chicago manual of style 17th edition</i> while using Endnotes, references or Bibliography</p> <p>Examples</p> <p>APA style - Carey, B. (2019, March 22). Can we get better at forgetting? <i>The New York Times</i>. https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html Refer to - https://apastyle.apa.org/style-grammar-guidelines/references/examples</p> <p>MLA Style - Baker, Martha. "Fashion: Isaac in Wonderland." <i>New York Magazine</i>, vol. 24, no. 3, 21 Jan. 1991, pp. 50-54. <i>Google Books</i>, books.google.com/books?id=PukCAAAAMBAJ&lpg=PP1&dq=magazine&pg=PP1#v=onepage&q Refer to - https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html</p> <p>Chicago style - Alex Marshall, "Graphic Novel in Running for Man Booker Prize for First Time," <i>New York Times</i>, July 23, 2018, https://www.nytimes.com/2018/07/23/books/booker-prize-graphic-novel-ondaatje.html. Refer to - https://www.scribbr.com/chicago-style/citation-examples/</p>

Maintaining Image Integrity

- Figures should be minimally processed and should reflect the integrity of the original data in the image.
- Adjustments to images in brightness, contrast, or color balance should be applied equally to the entire image, provided they do not distort any data in the figure, including the background.
- Images should not be layered or combined into a single image
- Sources should be provided confirming faithfulness to the original data.
- Preference will be given to images over 600 dpi, however the minimum image quality should be 300 dpi.

Editorial Process and Timeline for Research Papers/Articles

The peer review process of the Editorial Board works in three steps where the Abstract and Title are accepted by the Editorial Board followed by which a period of 2-3 weeks is allotted to the researcher(s) to submit the manuscript for Editorial Board in order to begin the next steps of the editing process where two members of the Editorial Board edit your article in succession to one another. Following this the article is sent back to the author for final edits and then published.

Step by Step - Editorial Process Outline

The editorial process in the Project Statecraft team is based upon multiple tiers, and also on multiple levels of review including direct communication and participation of the author in the editorial process. The other key participants in the editorial board includes the editor-in-chief, and two editors selected from the Editorial Board panel of the Project Statecraft team. The two editors are electively selected by the editor-in-chief on the basis of the area of expertise of the editorial team members in the editorial board. The following steps are initialized post this selection process in the review stage.

- In the initial phase of the review the editor-in-chief receives the article as the first point of contact in the editorial team. The Editor-in-chief then gives a preliminary reading to the article to ascertain quality standards, and adherence to this PSC Research Guidebook. Any necessary edits to be made in the article by the editor-in-chief is made according to set editorial standards of the team, and the editor-in-chief uses the track-change option to make necessary changes to the document. The document is then renamed and sought to be anonymized by the editor-in-chief before further rounds of review.
- In the second stage of the review the allotment is made to the first editor, and the editor goes through the file in a necessary manner and scrutinises the document on the basis of a matrix which the editorial board mandates. Any changes and suggestions are made as track-changes and comments in the document. This document is then returned to the point of contact in the editorial board for further allotment in the next level of review, while also apprising the editor-in-chief of the changes and subsequent allotment.

- In the third stage of review the steps in the second change are again followed with a second editor from the editorial board, adding to the work done in the first stage by the first editor.
- Within the stipulated time frames within the editorial team, the updated document post the third stage of review is sent to the editor-in-chief as the point of contact in the editorial board while also appraising the first editor of the same. Any changes made are then reviewed within the three person matrix utilised in the multiple stages of review in the team.
- In the fourth stage of the review process the document is sent by the editor-in-chief with the changes and comments including the suggestions along with the original document to the author who is requested to make the necessary changes to the document and familiarise themselves with the requirements further mentioned after the review process. At this stage the author is required to accept and incorporate the changes, suggestions and feedback generated by the review, before returning the updated document to the editor-in-chief.
- In the fifth stage of the review the document returned by the author is checked by the second editor or any other member of the editorial board to whom the task has been allotted to check whether the suggestions, comments and feedback were duly incorporated by the author, and wherever necessary suggest or comment on any other requirements. The editor then sends the same article to the first editor who carries out the same steps as the second editor in the fifth stage.
- The sixth stage involves the first editor or any other editor allotted the task in the second part of the fifth stage to return the document to the editor-in-chief in the most recent form, while updating other editors part of the process.
- In the seventh stage the author is returned the article by the editor-in-chief for the final changes and other requirements from the author to be incorporated and then returned to the editor-in-chief.
- In the final stage the editor-in-chief carries out a final reading of the article and decides on the sufficiency of the precious and whether the article can be sent to the publishing phase of the team. If there are any laxatives or lapses in the document then the article is further returned to the editors or authors for changes wherever required. The article if so is decided to be suitable for publication by the editor-in-chief then the article is sent to the publication team.

Submitting your Manuscript

For Guest Researchers

Kindly send your Title and Abstract to submissions@projectstatecraft.org and you would be notified about the acceptance of the same, following which you can send us the entire manuscript in a time period of 2 weeks (extendable by another week) following the acceptance of your

abstract. For any queries you can write to the Editor In Chief of Project Statecraft at editorinchiefpsc@gmail.com or to Founder-President of Project Statecraft, Mr. Abhishek Sudke at abhishek.sudke@projectstatecraft.org. Submit the article keeping in consideration the formatting guideline provided.

On acceptance and publication

The author is allowed to witness the corresponding editing and peer review conducted and is expected to make the suggested changes promptly. Following this, the article/paper/briefs are published on various social media platforms - LinkedIn, Instagram and on the Project Statecraft publishing website. Author will be informed accordingly about the same.

Additional suggestions for writing your research piece:

Burgeon your research skills with the following important components

- **Understand the purpose of your research:**

Ask questions like *Why are you investigating a certain topic or problem statement, What do you already know about the topic and what previous work is done by researchers? And most importantly How will your research advance new knowledge and understanding? What is that which has not been explained sufficiently?*

- **Highlight the Problem Statement:**

Briefly explain the identified problem and how you will address the problem.

- **Identify Your Research questions:**

Questions consist of the problem that you give overview about and address it with fact based data. *Articulate* your research questions well.

- **Identifying the gap:**

Identify an issue/problem in the existing knowledge of research that your research can focus on.

- **Critical Analysis:**

Critique gives additional insight into an article's strengths and weaknesses.

- **Support your arguments:**

Use facts, data, figures, maps and evidence based data. Avoid *generalizing* your arguments.

- **Check and Re-Check your Citations:**

Your Citations should be backed by authentic literature and bibliography

- **Specify the research methodology used:**

Secondary, Primary, Content analysis, survey and more.

Design your paper/article/brief keeping in mind two C's

1. **Context** - Make sure the research content presented caters and addresses your research questions and the problem statement well.
2. **Coherence** - Narrative and content of the research should be coherent/ in a good flow.

We wish you all the very best for your research and hope this guidebook is helpful in your research endeavours across the fields of public policy, international relations, and governance.

Project Statecraft disseminates qualitative research. It is committed to quality, diversity, and inclusion in its research publishing. We encourage submissions from young people belonging to all the educational, political, and societal backgrounds from around the globe.
