

# RESOLVE NETWORK STYLE GUIDE

VERSION 2.0 | August 2017

**RESOLVE** /  
NETWORK

**INSIGHT INTO VIOLENT EXTREMISM AROUND THE WORLD**

*An Initiative of the Global Research Network on Conflict*

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# FIRST PRINCIPLES

## 1. THE RESOLVE NETWORK MISSION

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The RESOLVE Network mission is simple and straightforward. Our role is to catalyze empirically driven, locally defined research on violent extremism to inform more effective policy and practice. Practically speaking, this adds up to a collective commitment to producing high-quality, methodologically sound, policy relevant research on the drivers of violent extremism and the factors that contribute to community resilience. RESOLVE reports, research briefs, policy notes, and article types must focus on issues that relate to the Network’s core mission.

## 2. STANDARDS & RESEARCH INTEGRITY

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Research supported and produced by the RESOLVE Network should adhere to established standards of quality and researchers affiliated with the Network must maintain integrity.

A. Network research and analysis should demonstrate:

- Clear Purpose: The topic and reasons for undertaking study of an issue should be well articulated.
- Comprehensive Scope: The context for analysis should be fully outlined and how the analysis fits in with existing research and/or addresses research gaps should be noted.
- Sound Methods: Assumptions should be made explicit, caveats should be clearly stated, and methods and approaches to data and information collection clearly explained.
- Innovative Design: Effort should be made to find creative solutions and tools for handling challenges in conducting research in a field that often demands a blend of qualitative and quantitative analysis.
- Objectivity & Independence: Opinion and supposition does not belong in research--full stop. Analysis should reflect principles of accuracy, fairness, independence and intellectual freedom.
- Policy Relevance: Research must focus on the end user first. Findings, implications, conclusions, and recommendations should be realistic and sharply targeted toward policymakers and practitioners.
- Timeliness & Foresight: Analysis should tap into current trends and interests with a view to delivering lasting, long-term impact.

B. **Research integrity is paramount for our credibility. Plagiarism of any kind is unacceptable at all times.** Works paraphrased or directly quoted **must be properly cited and noted in both the main body of the text and in references.** This includes, but is not limited to:

- Direct, verbatim quotations taken from other written works;
- Paraphrasing of another individuals’ thoughts or ideas;
- Summarizations of another individuals’ thoughts or ideas; and
- Facts, information, data, or graphics and figures that are specific to and have been taken from another source.

# RESEARCH GUIDELINES

## 3. RESEARCH

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Gathering locally informed, context specific information, perspectives, and data directly from the field is the heart of the Network's value to policymakers, practitioners, and researchers. Below are a few helpful guidelines for making sure that research is impactful and useful:

- Diverse & Credible Sourcing: As a rule research should be based on a range of different sources, including interviews, books, peer reviewed articles, and periodicals, original datasets, and available statistics.
- Facts Matter. So Does the Reader: Unsubstantiated assertions of facts and figures are not acceptable. Playing loose with facts and figures lowers the credibility of analysis, insults knowledgeable readers, offends less knowledgeable readers, and undercuts our authority as experts. When referencing numerical figures and facts be sure to footnote the source and explain how you know what you know.
- Triangulation: Trust but verify. Assertions of fact rarely stand well on their own. When making assertions make sure they are corroborated by more than at least two or three sources and make sure they are footnoted.
- Safeguard Confidentiality: Providing confidentiality assurances to interview subjects and research participants is critical. But it is important not to overdo it; good research is supported by information from sources that can be fully verified.
- Stay off the Beaten Path: Mine the gaps. Avoid recapitulating research that has already been done by asking follow on questions that are unanswered by existing literature.
- How Equals Why: Simon Cottee put it best in his book The Apostates: "If you want to know why, don't ask why. Ask how. And let your interviewees speak."

# STYLE GUIDE

## 4. BASICS

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The RESOLVE Network follows [The Chicago Manual of Style](#) (16<sup>th</sup> ed.) and *Merriam-Webster's Collegiate Dictionary* (11<sup>th</sup> ed.). See the word list for preferred spellings and exceptions.

- Abbreviations, Acronyms, and Contractions
- Capitalization
- Dates
- Foreign Words
- Italics
- Lists and Bullet Points
- Notes and References
- Numbers and Measurements
- Punctuation
- Quotes
- Hyphens, Em dashes
- Spelling
- Tables and Figures

### A. ABBREVIATIONS, ACRONYMS, AND CONTRACTIONS

Avoid unnecessary abbreviations and acronyms. If an abbreviation or acronym is not used more than once in the manuscript, then do not provide the abbreviation or acronym. When they are needed, write out abbreviations on first use (and put the abbreviation in parentheses after the full name). If many are used, provide a list of acronyms for use in the back matter of the manuscript.

- Most abbreviations for names do not include periods (i.e., USIP, USSR, UK, US, UN). Write out United States or United Nations when used as a noun but use US or UN as the adjective form. **Example:** China's involvement in the United States; but US dollars or US involvement in China).
- Use periods with abbreviations that end in a lowercase, for example, vol., e.g., i.e., etc., Ms., Dr., et al.
- Use periods for initials standing for given names, for example, E. B. White; but do not use periods for an entire name replaced by initials (JFK).
- Do not use periods with abbreviations that appear in full capitals, whether two letters or more, for example, VP, CEO, MA, MD, PhD, NY, MS.
- Write out names of states, days of the week, and months of the year (for example, Susan Smith of Boston, Massachusetts, will lecture on Thursday, November 13). **Exception:** In notes, bibliographies, or other lists, use postal abbreviations for states.
- As a rule, **do not use** the acronym "VE" in place of "violent extremism" or "VEOs" in place of "violent extremist organizations." **Always** write out "violent extremism" and "violent extremist organizations."

See *The Chicago Manual of Style* for additional information on abbreviations, acronyms, and contractions.

## B. CAPITALIZATION

Capitalize titles only when they precede proper names and are thus part of the name. Some examples: “the president of the United States,” “the British prime minister,” but “President Bush,” “Secretary of State Condoleezza Rice.” But, if a modifier precedes a title (e.g. **US** secretary of state Hillary Clinton or **former** president Reagan), the title is considered a descriptive phrase and is lowercased.

- Capitalize “Institute” as in “the Institute” after first referring to the United States Institute of Peace. The “the” in names of organizations should be lowercased, even when it is part of the official title.
- Hyphenated words in titles are capitalized in both parts (i.e., *Late-Breaking Foreign Policy*).
- For geographical locations, caps are used only for defined geographical areas (i.e., South Africa, Southern California; but western Europe).
- Names of political parties are capitalized, but schools of political thought are not (i.e., the Democratic Party, the Conservative government, but communism, fascism, conservatism, socialism).

See *The Chicago Manual of Style* for additional information on capitalization.

## C. DATES

- Write out dates in full: June 19, 1976.
- Do not abbreviate months, except in tables or notes (with facts of publication).
- Lowercase and spell out century numbers in full: the nineteenth century (but remember to hyphenate the adjective: nineteenth-century fashion).
- Decades should be 1930s, not 1930’s, thirties, or Thirties (**Note:** there is no apostrophe).
- For a year that covers more than one calendar year, such as an academic or financial year, use an em dash and the final two digits of the last year listed: 2004–08.

**Note:** Our date and page number span style differs from *The Chicago Manual of Style*. Publications uses double-digit numbers for year and page spans: 2004–08 or 212–14 instead of 2004–8 or 212–4.

## D. FOREIGN WORDS

- Italicize (do not underline) foreign words at the first reference that are not in *Merriam-Webster’s Collegiate Dictionary* but do not italicize subsequent references.
- Do not italicize foreign proper nouns, particularly governmental bodies or political parties.
- Always include a footnote explaining the translation of a foreign or not commonly-known word or term to explain the word or terms meaning if you have not already explained it in the body of the text.

## E. ITALICS

Italics should be used for emphasis only sparingly. The following rules are a guide as to what should and should not be italicized:

- Titles of published books (but not the Bible or Quran) **should be** italicized.
- Titles of periodicals, long poems, paintings, photographs, plays, films, and operas and oratorios **should be** italicized.
- Television and radio programs that are series **should be** italicized; if the program was broadcast once, it should be in Roman with quotation marks.
- Names of ships **should be** italicized (i.e., USS *Kitty Hawk*, HMS *Intrepid*).
- Uncommon foreign words or phrases in an English sentence **should be** italicized, but certain foreign words are not italicized.

- Foreign-language quotes should be treated as normal quotes.

## F. LISTS AND BULLET POINTS

Lists of points should be numbered or given bullet marks and flushed left, with a space above and below; turnover lines are set on a hanging indent.

## G. PROPER CITATION STYLE

Works paraphrased or directly quoted **must be properly cited and noted in both the main body of the text (using footnotes) and in the “Sources” section at the end of the document.** This includes, but is not limited to:

- Direct, verbatim quotations taken from other written works;
- Paraphrasing of another individuals’ thoughts or ideas;
- Summarizations of another individuals’ thoughts or ideas; and
- Facts, information, data, or graphics and figures that are specific to and have been taken from another source.

Please follow [\*The Chicago Manual of Style\*](#)’s guidelines for the proper citation to references.

RESOLVE uses the **Notes-Bibliography** documentation style with footnotes. Please **do not** use in-text citations. Be sure that footnotes use the same style, font, and text size consistently. Always include a bibliography at the end that is titled: “Sources.”

**Note:** Endnotes are **only** used in [Backgrounders](#) and Blogs.

### General Tips:

- Numbers should be in superscript in text references. The notes should be in normal, 11-point size, and numbered consecutively throughout each chapter.
- Consolidate source references and informational note call-outs at the end of a sentence or at the end of a clause. All quotations from a source require a source note. However, serial quotations from the same source within a paragraph can have one source reference call-out at the end of the paragraph (and corresponding footnote).

## NOTES-BIBLIOGRAPHY (DOCUMENTATION I) GUIDE

Notes-bibliography (Documentation I) style citations generally list the author, title, and facts of publication, in that order. Be sure to include location of publisher, name of publisher, and year published in the first citation to the work.

### • FOOTNOTES

- **SAMPLE:** Michael Pollan, *The Omnivore’s Dilemma: A Natural History of Four Meals* (New York: Penguin, 2006), 99–100.

### • CORRESPONDING BIBLIOGRAPHY ENTRY

- **SAMPLE:** Pollan, Michael. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.



- **SUBSEQUENT REFERENCES**

- On subsequent references to a source, use shortened notes (last name of the author or interviewee, shortened main title of work, and page number). Do not use “op. cit.” or “loc. cit.”
- **SAMPLE:** Pollan, *The Omnivore’s Dilemma*, 37.
- “Ibid.” may be used to refer back to the last note reference, provided that only one reference was cited in the previous note.
- If the previous note reference contains several sources, “Ibid.” should not be used, unless the citation refers specifically to all the sources.
- Do not use the “Ibid.” citation to refer to one specific source in the preceding note if multiple sources are listed in the previous note. In that case, use shortened notes.
- Ibid is capitalized at the beginning of a note and followed by a period.

- **CITING INTERVIEWS**

- For citation of any interview, include the interviewee’s name, the date, and the location of the interview.
- Most, if not all, of the sources you cite should be accessible to readers.
- On some occasions, it may be necessary to reference an interviewee who does not wish to be named. In those cases, it is important to agree up front with a source how they will be referred. Example: "A senior official with the Nairobi counterterrorism force indicated a recent spike in the number of kidnappings in the city." A citation should be included to indicate that the official was interviewed "on background" in whatever location the interview took place.

- **CITING WEBSITES**

- Websites should be cited in this form — [www.websiteaddress.com](http://www.websiteaddress.com) — without underlining or chevrons, and deleting the “http://” prefix.

- **CITING BLOG ENTRIES**

- Citations of blog entries should include the author of the entry, the name of the entry in quotation marks, the title or description of the blog, and a URL.
- **SAMPLE:** Nizza, Mike. “Go Ahead, Annoy Away, An Australian Court Says,” *The Lede* (blog), *New York Times*, July 15, 2008, <http://thelede.blogs.nytimes.com/2008/07/15/>.

## H. NUMBERS AND MEASUREMENTS

- In general, use words for numbers up to ninety-nine.
- From 100 upwards, use figures (but do not mix numbers and figures if possible).
- Figures should be spelled out when starting a sentence.
- Use a comma in thousands or above (i.e., 9,750, 10,650).
- Figures must be used before abbreviations (i.e., 6 ml).
- Figures are always used for percentages except when starting a sentence. Percent should be spelled out in the text (i.e., 8 percent) but the percent symbol should be used in tables (i.e., 8%).
- In the case of decimals, write 0.5 not, .5.

**Note:** Our date and page number span style differs from the *Chicago Manual of Style*. Publications uses double-digit numbers for year and page spans: 2004–08 or 212–14 instead of 2004–8 or 212–4.

See *The Chicago Manual of Style* for additional information on numbers.

## I. PUNCTUATION

### • QUOTES

- Use double quotes except for a quotation within a quotation:
  - According to Suberu, “Three major reasons account for the abortion of what President Shehu Shagari once described as the ‘holy crusade for new states’ in the Second Republic, despite the enormous ‘amounts of time, energy, and wealth invested in the enterprise’ in virtually every part of the country.”
- We use “inside punctuation,” meaning that punctuation marks (except for colons or semicolons) go inside the quotation mark.
- Avoid using quotation marks for emphasis or when defining a term.

### • EM DASHES

- Use em dashes (not hyphens) to express a range (e.g., 78–92, 2012–14).

See *The Chicago Manual of Style* for additional information on punctuation.

## J. SPELLING

- Publications follows *Merriam-Webster’s Collegiate Dictionary* (11<sup>th</sup> ed.) for spellings, especially for hyphenated words and foreign terms.

## K. TABLES AND FIGURES

### • CALL-OUTS

- References (call-outs) to tables and figures in the text are always lowercase.

### • NUMBERING

- Tables and figures should be numbered consecutively throughout the manuscript.
- Do NOT number them by chapter (i.e., 1.1, 1.2, 2.1, 2.2, 2.3).

### • HEADINGS

- Table and figure titles should be bold.
- Measurement units are in plain text within parenthesis after the title.
- The first letter of each main word is uppercase.

### Example Call-Out Box:

#### Call-Out Box Title

**Format:** bulleted lists, paragraphs

**Utility:** definitions, content showcases/highlights

**Font:** Times New Roman, 10.5

## L. PARAGRAPHS

- Except for immediately after a heading, indent the first line of a new paragraph.
- The first line of a paragraph that follows a heading should lie flush with the left-hand margin.
- Do not insert an extra space between paragraphs.

## M. EXTRACTS

Quotations of fifty or more words should be in 9-point type, single-spaced, indented, and separated from the main text with a space above and below. They should not be set within quotation marks. Citations accompanying extracts should include page references.

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of "de Finibus Bonorum et Malorum" (The Extremes of Good and Evil) by Cicero, written in 45 BC. This book is a treatise on the theory of ethics, very popular during the Renaissance. The first line of Lorem Ipsum, "Lorem ipsum dolor sit amet..", comes from a line in section 1.10.32.

Be sure to indicate by the indentation, or lack of it, of the first sentence following the quotation whether it is a new paragraph or a continuation of the paragraph containing the quote.

# PUBLICATIONS

## 5. FORMAT

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The RESOLVE NETWORK has five distinct types of publications. Each publication type is tailored to suit the needs of specific audiences. Nonetheless, 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. It is important, therefore, to always include a pithy, attention grabbing and comprehensive Executive Summary or a set of Key Findings in bullet point form at the front of each print publication, or a short initial quote speaking to its policy relevance in the case of blogs. Each print publication should be labeled and dated according to the type of publication and include a publication series number. For instance: “**RESOLVE Network Research Brief No. 1, 1 July 2016.**” Please see the templates provided at the end of this Style Guide for further guidance.

### N. BACKGROUNDERS

Quick look facts and/or figures at a glance on either a theme, issue, data analysis outputs, or policy guidance. Backgrounders can and should include visualizations when possible and should be **no more than two pages in length**. Please see the templates provided at the end of this Style Guide for further guidance.

### O. RESEARCH BRIEFS

Narrowly focused analysis issued by the Secretariat on behalf of the Network as a whole on a particular analytical theme or summing up a set of research findings from research projects supported directly by the Secretariat. Research briefs must include both an **Executive Summary** and a **Key Findings sidebar**. The key findings sidebar should very briefly list those points that are of note in the publication. Briefs should be approximately 7-10 pages in length, e.g. 2000-3000 words long. Please see the templates provided at the end of this Style Guide for further guidance.

### P. RESEARCH REPORTS

Analysis along thematic lines on particular topics or regionally based research. Research reports should include scene setting background or context as well as include details about methodologies employed to collect qualitative and/or quantitative data. Authors should be listed with their titles and affiliations at the front of the first fly page after the title page along with a short paragraph on acknowledgements. All reports must include a **Table of Contents** and **Executive Summaries**, preferably with a few key takeaways summing up the implications of the research findings in bullet point form at the top of the summary. An explanation about methodologies employed for research must be described explicitly under a “**Methodology**” subheading following the **Executive Summary**. Research reports should be more substantive in length than Research Briefs, but must be readable. Reports therefore should be roughly 15 to 35 pages in length, e.g. about 4,500 to 10,500 words. Please see the templates provided at the end of this Style Guide for further guidance.

### Q. PRACTICE NOTES AND CONFERENCE REPORTS

Distillation of lessons learned about CVE research and/or practice divined from either RESOLVE Network sponsored research, forums, or other Network events that tap into the diverse expertise, experience and skills of Network partners and participants. The target audience for Practice Notes includes busy senior field practitioners such as country directors for development or research NGO’s, program officers in major INGO’s or mid-level mission staff at post for their given foreign ministries seeking technical advice on how to improve policy and practice or manage their programs. The aim should be to

summarize critical data points, lessons, and implications for programming or practice in the field. Similar to Research Briefs in format and length, Practice Notes should be roughly 5-7 pages, e.g. 1,500 to 2,100 words. Please see the templates provided at the end of this Style Guide for further guidance.

## R. BLOGS

Short, timely analyses on a topic/theme of relevance to the Network, policy implications and/or research gaps, or on a country/region of relevance to the Network to be published on the RESOLVE Network website (<http://resolvenet.org>). The target audience for blogs is broad, ranging from experts in policy and practice to newcomers to the field. As such, blogs should be written in easily accessible language. They must also contextualize the content by specifically referencing its importance given current events and policy decisions. Hyperlinks citing recent news or analyses within the text are **strongly** encouraged. Blogs should be roughly 800 to 1,000 words. Please see the Blog Guidelines provided at the end of this Style Guide for further guidance.

## 6. GRAPHICS AND IMAGES

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All graphics and images used in RESOLVE Network publications must either be original to the author or properly cited when they are derived from third-party sources. For all graphics and images used, include attributions, even if they are original, and descriptions where necessary.

In publication **drafts** submitted to RESOLVE, group all graphics and images a **separate page at the end of the document**, with titles, copyright information, and any corresponding descriptions for each. Note throughout the document where the corresponding graphs and images should be placed by inserting their corresponding titles. **NOTE:** Graphics and images should also be sent in **.jpeg or .png format** in a separate folder with the draft document. All graphics and images must be **high resolution**. If the graphics are generated in a program (R, STATA, or SPSS) the vendor is responsible for submitting the figures in the required formats.

## 7. FONTS, HEADINGS, AND SPACING

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To take advantage of this template's design, use the Styles gallery on the Home tab of Microsoft Word. You can format your headings by using heading styles, or highlight important text using other styles, like Emphasis and Intense Quote. These styles come in formatted to look great and work together to help communicate your ideas.

## S. PRINT PUBLICATIONS

### TITLE

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- Times New Roman, Size, CAPS, BOLD
- Spacing: 10pt before, 10pt after, line spacing multiple at 1.15
- Page-break before every new title section
- Indentation: None

#### “HEADING ONE”

- Times New Roman, Size 12, SMALL CAPS, BOLD
- List = I, II, III
- Spacing: 10 before, 10 after, line spacing multiple at 1.15
- Indentation: None

#### A. “HEADING TWO”

- Times New Roman, Size 12, SMALL CAPS,
- List = A, B, C
- Spacing: 10 before, 10 after, line spacing multiple at 1.15
- Indentation: None

#### “HEADING THREE”

- Times New Roman size 12, SMALL CAPS, No list, BOLD
- \*If connected to graphics, Sentence Case, No Bold
- Spacing: 10 before, 10 after, line spacing multiple at 1.15
- Indentation: None

#### “HEADING FOUR”

- Times New Roman, Size 11, SMALL CAPS
- Spacing: 10 before, 10 after, line spacing multiple at 1.15
- Indentation: None

#### “Normal Text”

- Times New Roman 11
- Spacing: 10 before, 10 after, line spacing multiple at 1.15
- Full justified
- Indentation: None

#### Document Margins:

- Narrow (.05 all round)

#### Footer:

- Page numbers, bottom right corner, start on Page 2 at 2

#### Header:

- **TITLE**, RESOLVE Logo, CAPS, Size 9

## T. DIGITAL CONTENT AND DIGITALLY PRODUCED PUBLICATIONS COLLATERAL

Digital Content refers to all text that will be reproduced in online form. Digitally Produced Publications Content refers to graphics, figures, and cover pages.

For ease of reading, accessibility, and clarity purposes, the RESOLVE Network digital publications will be produced using a *sans serif* font such as Facit, Lato, Gotham, or Tahoma. These fonts are the preferred font type for digital publications because they are easy for eyes to track on screens. For non-English speakers, sans serif fonts are easier to read and translate into other language alphabets and syntaxes. The following example styles are delivered in FACIT font.

**TITLE: SIZE 30, ALL CAPS, BOLD**

**I.HEADING 1: SIZE 18, ROMAN LIST, SMALL CAPS**

HEADING 2: SIZE 12, SMALL CAPS

Heading 3: Size 12, Sentence Case

Normal/Body: Size 11

All Spacing: 10pt before, 10pt after, line spacing multiple at 1.15

# EXPERT BLOG GUIDELINES

## WORD LENGTH

- 800-1000 words

## BLOG CONTENT

- On a topic/theme of relevance to the network
- Policy implications and/or research gaps
- Tied to country/regions of Network

## STRUCTURE AND FORMAT

- All blogs must be submitted in word document format for ease of review and editing
- Authors have the option of including headings or sections in their post as needed
- All blogs must make reference to a recent policy development or news story related to the region, country, or theme of focus
- Authors must include the following in the draft:
  - Title
  - Sub title/tag line
  - Key quote for pullout
  - Image with appropriate permissions for use on the RESOLVE website (creative commons, personal property). If no image is submitted with the draft, RESOLVE reserves the right to select a relevant image.
- Formatting should include citations where required, and hyperlinks to any referenced online resources are **highly** encouraged.

## SUBMISSION TO POST TIMELINE:

- Upon receipt of a draft blog, a RESOLVE team member will read and return with any comments within 48 hours.
- If comments are substantive in nature, the author can revise and resubmit.
- If comments are copy edits, the author must confirm the changes can be made.
- All blog authors get right of last review before the blog goes onsite



# TEMPLATES