

SMU Tower Center

The Dialogue Submission Guidelines

What kind of work may be submitted?

- Work, including, but not limited to research papers, academic course papers, theses, policy briefs, reviews, and opinion pieces.
- The content of the submission can be in the fields of political science, policy, international relations, economics, or related disciplines. Submission of interdisciplinary work is also encouraged.

What happens after you submit to The Dialogue?

- Submissions are considered by the editorial board, comprised of SMU undergraduates, and overseen by Tower Center faculty.
- We review all submissions and make selections based on strength of analysis, compelling evidence, and forward-thinking ideas. Work is accepted on an ongoing basis.
- Should your submission be selected, it will be published on the Digital Commons Network, an open-source platform for scholarly articles.

Formatting Guidelines and Submission:

- Please delete your name or any references that might identify you from the submission document.
- Length:
 - Policy briefs, reviews, and opinion pieces should be 500-750 words. Pieces longer than 1,250 words will not be accepted for editorial review.
 - Recommended length for academic, theses, and research papers is 3,000-6,000 words, excluding citations.
- Each submission requires a 100-200 word abstract on your work.
- Submissions should be uploaded as an editable Microsoft Word document in Chicago style.
 - Use 12-point Times New Roman font, one-inch margins on all sides, and double-spacing. Left-justify the text so the right edge is ragged and indent the first line of each paragraph by half an inch. You can use the tab key to automatically indent seven spaces.

- Do not place page numbers anywhere on any pages in your submittal.
- Each submission should include a title page. Center the title a third of the way down the page. If you have a subtitle, end the title line with a colon and put the subtitle on the next line.
- Different levels of headings should be used for different sections, such as chapters, sub-sections, and sub-headings. Make sure each level is presented consistently and use different formatting to differentiate them. For chapter headings, use size 14 all capital italicized font, for section headings, use bold font, and use italics for subheadings.
- Citations and formatting should follow Chicago style and include full, not shortened, endnotes.
 - Endnotes go on a separate page after the body of the paper; use the following formatting guidelines:
 - Within the essay text: put the note number at the end of the sentence where the reference occurs, even if the cited material is mentioned at the beginning of the sentence.
 - The note number goes after all other punctuation.
 - Be sure to use Arabic numerals in (1, 2, 3) not Roman (i, ii, iii). The note numbers should be in superscript font.
 - Put the word Notes (not Endnotes) at the top of the page with your endnotes. Use Times/Times New Roman 10-point font.
 - Single space for each entry; double space between entries.
 - Indent the first line of each note.
 - Never reuse a number - use a new number for each reference, even if you have used that reference previously.
 - Be sure to look at shortened form examples for sources you refer to more than once.
 - To cite multiple sources in a single note, separate the two citations with a semicolon. Never use two-note numbers at the end of a sentence.
- Please do not include a bibliography. Rather, please include complete, full endnotes.

- Do not attach .eps image files separately.
- Submit through *The Dialogue* website.

Contact tower@smu.edu with “The Dialogue” in the subject line for questions.