

CEJISS Manuscript Style Guidelines

Last revised October 2016

FORMAT

Font:

The font of the entire article should be Times New Roman (including titles, subtitles, endnotes).

Title:

The article's title: should be in Times New Roman 20; capitalised letters, bold and left-indented. The length of the title should not exceed 60 characters (including spaces). However if a longer title is preferred, a shortened version should be supplied for the cover as well.

Abstract:

The abstract: should be in Times New Roman 12; italic and justified
The author's name: should be in Times New Roman 12; bold and centered;

Subtitles:

Headings: Should be in bold, upper and lower case. Sub-headings should be in italics not in bold, upper and lower case.

Introduction:

Please do not start your article with a subheading such as Introduction.

Text and margins:

Margins and paragraphs: top and bottom 2 cm, left margin 3 cm, right margin 1,5 cm; single spacing between the lines; the text should be in Times New Roman 12, justified.

Numbers:

Numbers from one to ten should be spelled out; other numbers should be given as numerals.

Figures and tables:

All diagrams, charts and graphs should be referred to as figures and numbered. Tables should be kept to a minimum and contain only essential data. Color-based charts cannot be included as the pages are black-and-white. All tables and graphs should be sent as separate documents in .docx format (and .xls document with data).

Lists:

Use letters or numbers not bullet points.

Foreign words:

Put them in italics; for foreign language titles in the text or in endnotes follow the rules in the endnotes section of this sheet.

Political leaders and figures:

Please provide the figure/political leader's full name and position for the first reference in the text. You can then proceed to refer to him/her by their last name.

Hyphenation:

Use sparingly (peacekeeping, ceasefire).

Acronyms:

Spell out in full the first time any acronym is used and state the acronym in parenthesis. Exceptions: US, UK, UN, EU.

Full points:

UK, USSR, UN, EU, US, but ed., eds., Ltd., Co., Vol., No, Mr, Dr

Please stay consistent, if U.S. is utilised throughout the text, it should not be referred to as US (without dots) in other parts of the texts.

Numerals:

One to nine to be spelled out; 11 and above should be in figures. Above hundred thousands should be spelled out "1 million dollars." When starting the sentence with a number in a numbered list spell out the number (**incorrect:** 1. 50% of people say... **correct:** 1. Fifty percent of people say...)

Percentages:

Percentages should be written as "percent" in the text, and as % in endnotes and in tables.

Dates:

10 June 2011, not June 10, 2011. Use this system in references as well (**incorrect:** '30s **correct:** 20th century, mid-1930s). For special dates the format can change (example "September 11").

Shortening of years:

Always shorten to two digits: 1981–89 (not 1981–9) except for 2003–4.

Fractions:

Two-thirds etc. should be hyphenated. Do not use numerals i.e. ½

Ampersand:

(&) Ampersand should not be used instead of and (for example, between authors' names) except in the names of specific firms (for instance Pratt & Whitney).

Spelling:

Make consistent throughout your text. British spellings to be used with -ise ending: politicise, favour, labour (**incorrect:** -ization **correct:** -isation). This doesn't apply to such cases when an American author is quoted.

Capital letters:

Minimise use of capitals for titles and unique institutions, government, state.

Quotes:

Double quotation marks in text; single within double. As Clinton says: "Obama used to say 'yes we can.'" Square brackets should be used for any matter inserted in quotations. Put closing quotation marks outside commas and full stops, but inside colons, semicolons and dashes. (**incorrect:** "text", "text". "text:" "text;" "text - " **correct:** "text," "text." "text": "text"; "text" -).

Periods, commas:

Periods and commas should be placed within the quotation marks. (**incorrect:** "text ". **correct:** "text.").

Quotation referencing:

The reference numbers, when quoting someone in the text, should be used after the punctuation, not before. (**incorrect:** "text."¹ **correct:** "text."¹).

Book titles:

For book or film titles, newspaper/magazine names as well as TV shows, the title should not be put in quotations but instead written in italic: The book ***A Peace to End all Peace*** is an excellent work.

Long quotations:

If the direct quotation is longer than four lines, please indent it on the left side, get rid of the quotation marks ("...") but keep the reference. Do not italicise the whole paragraph.

Hyperlinks:

Do not use underlining and different colour for hyperlinks, neither in text, nor in endnotes. Make sure you have removed all hyperlinks (**incorrect:** <http://www.cejiss.org> **correct:** <http://www.cejiss.org>).

Endnotes:

Please use only arabic numerals (i.e. 1,2,3...) when making endnotes. Avoid Roman numerals (i.e. i, ii, iii...).

Special acknowledgements:

If in need to acknowledge a contribution or a grant, make sure you follow the same style as the body text of your article. Please do not capitalise grant titles.

Emphasis in text:

By all means avoid **bold** in text with the exception of subtitles and article title. If in need of emphasising anything, please make sure to use ***italics*** instead.

REFERENCES

In the text, refer to the author simply by their surname (without initials, unless there are two authors with the same name).

ENDNOTES

Some examples of correct citations are given below:

BOOKS

Books with one author:

Stephen Krasner (1999), *Sovereignty: Organized Hypocrisy*, Princeton: Princeton University Press, pp. 22-23.

Subsequent references: Krasner (1999), p. 2.

Two or more authors:

Ken Booth and Nicholas J. Wheeler (2008), *The Security Dilemma: Fear, Cooperation and Trust in World Politics*, Houndmills: Palgrave MacMillan, pp. 190-196.

Subsequent references: Booth and Wheeler (2008), p. 192.

If a work has more than three authors, you may also choose to give only the name of the first author followed by *et al.* (and others).

Karl Deutsch et al. (1957), *Political Community and the North Atlantic Area*, Princeton: Princeton University Press, pp. 46-48.

Subsequent references: Deutsch et al. (1957), p. 5.

EDITED VOLUMES

One editor:

Jeanne A.K. Hey (ed.) (2003), *Small States in World Politics: Explaining Foreign Policy Behavior*, Boulder: Lynne Rienner Publications.

Subsequent references: Hey (2003).

Two or more editors:

Andrew F. Cooper and Timothy M. Shaw (eds.) (2009), *The Diplomacy of Small States: Between Vulnerability and Resilience*, London: Palgrave MacMillan.

Subsequent references: Cooper and Shaw (2009).

CHAPTERS FROM BOOKS

Michael Handel (2006), 'Weak States in the International System,' in Christine Ingebritsen (ed.) *Small States in International Relations*, Seattle: University of Washington Press, p. 157.

Subsequent references: Handel (2006), p. 158.

JOURNAL ARTICLES

Printed journals:

Ernst B. Haas (1961), 'International Integration. The European and the Universal Process,' *International Organization* 15(4), p. 554.

Subsequent references: Haas (1961), p. 36.

Online editions of journals:

Georgi Kossinets and Duncan J. Watts (2009), 'Origins of Homophily in an Evolving Social Network,' *American Journal of Sociology* 115: 405-415, available at: <<http://www.journals.uchicago.edu/doi/abs/10.1086/599247>> (accessed 04 January 2016).

Subsequent references: Kossinets and Watts (2009).

NEWSPAPER AND POPULAR MAGAZINE ARTICLES

Printed editions:

Thomas L. Friedman (2007), 'The Power of Green,' *The New York Times Magazine*, 15 April.

Subsequent references: Friedman (2007).

Online editions:

Robert Cooper (2002), 'Why We Still Need Empires,' *The Guardian*, 07 April, available at: <<http://www.guardian.co.uk/Archive/Article/0,4273,4388915,00.html>> (accessed 04 January 2016)

Subsequent references: Cooper (2002).

LECTURES AND PAPERS PRESENTED AT MEETINGS

Rachel Adelman (2009), 'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition,' paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, 21-24 November.

Subsequent references: Adelman (2009).

A paper included in the published proceedings of a meeting may be treated like a chapter in a book.

WEBSITES

In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.

CEJISS (2016) 'Book Reviews,' <<http://www.cejiss.org/book-review>> (accessed 04 January 2016).

Subsequent references: **CEJISS** (2016).

LEGAL CITATIONS

To cite legal sources, use the Oxford University Standard for Citation of Legal Authorities: http://www.law.ox.ac.uk/published/OSCOLA_4th_edn_Hart_2012.pdf

More information about citing international legal sources can be found here:

http://www.law.ox.ac.uk/published/OSCOLA_2006_citing_international_law.pdf

EU legislation:

Consolidated Version of the Treaty on European Union [2008] OJ C115/13

Council Regulation (EC) 139/2004 on the control of concentrations between undertakings (EC Merger Regulation) [2004] OJ L24/1, art 5

Case C-176/03 **Commission v Council** [2005] ECR I-7879, paras 47-48

European Court of Human Rights

Omojudi v UK (2009) 51 EHRR 10 Osman v UK ECHR 1998-VIII 3124

Balogh v Hungary App no 47940/99 (ECHR, 20 July 2004)

Simpson v UK (1989) 64 DR 188