

## Writing Guidelines

### 1 Audience

The *International Studies Compendium Project* will be the most comprehensive reference work of its kind for the field of international relations. It will be an indispensable source, informing about the state of the art in international studies research around the world.

This is an international compendium. All essays should be written from an international point of view. Except for a few that are explicitly country- or region-specific, essays should give an overview of the state of the art in international studies worldwide.

### 2 General Points

The contribution should be in English using US spelling and punctuation. For guidance, refer to *The Chicago Manual of Style* (2003) and *Merriam Webster's Collegiate Dictionary* (1995) or [www.merriam-webster.com](http://www.merriam-webster.com) (dictionary and thesaurus). The page should be set up with margins of 1 inch on all sides. Use Times New Roman characters and 12-point size throughout (except for the title, which should be in 14-point size). Section headings, sub-section headings, and sub-sub-section headings should all be in 12-point size. Insert page numbers, centered at the bottom of the page. Captions to figures and tables should be part of the main text, centered, and at the appropriate location. They should also be repeated with the tables and figures, which should be supplied in separate files. **DOUBLE-SPACE ALL MATERIAL**, including quotations, references, tables, and figure captions. Essays should be submitted in Word or RFT format.

For further details, see Text Formatting Guidelines.

### 3 Length

Review essays may be up to 10,000 words. The word count includes the space taken up by visuals such as tables, graphs, or pictures. Please subtract 250 words from your permitted maximum word count for each visual you wish to use. The word count does not include your first 25 references, online resources and their annotations, or the mini-bio.

### 4 Elements of the Review Essay

Each review essay will contain nine elements:

(a) the title,

Note that the essay titles should have capital letters on main words; e.g. "Media Relations."

(b) the author's name (exactly as you wish it to appear), affiliation in English on a new line, and e-mail address on a new line,

(c) a word count for the total of the main text and the reference section (do not add 250 words per visual to this),

*Example of (a), (b), and (c):*

#### **Diplomacy, Negotiation, and Foreign Policy Analysis**

Mark Boyer  
University of Connecticut  
[mark.boyer@uconn.edu](mailto:mark.boyer@uconn.edu)

Michael Butler  
Clark University  
mbutler@clarku.edu

Word Count: 10,000

- (d) the main text,
- (e) a list of references,
- (f) a list of online resources, annotated,
- (g) acknowledgments,
- (h) keywords, approximately ten, listed in alphabetical order,
- (i) a mini-bio.

### **5 Contents of the Review Essay**

Begin the essay with a clear definition of the concept or introduction to the topic. The reader should be able to assess the significance and importance of the essay within the first two sentences. Each essay must include:

- major intellectual and social dimensions of the topic
- a comprehensive review of classical and older literature
- changes over time in the topic and its current treatment
- sufficient bibliographic material and links to important sources

Essays might also include:

- an assessment of future directions in research, theory, and methodology
- a critical consideration of important elements that remain unconsidered

Do not conclude your review with a summary. Compendium essays do not require formal conclusions.

### **6 Points of Particular Relevance to the Compendium Style**

Compendium review essays should be written in a simple and straightforward style. Here are further style-related guidelines for authors:

- Avoid gendered language.
- Avoid use of the first person pronoun.
- Do not use rhetorical questions.

### **7 Headings**

Divide your contribution into a number of sections starting after the “Introduction.” All headings should have no more than 100 characters (including spaces) and be flushed left, with capital letters starting all main words. Major headings should be given in bold. Sub-headings should be given in italics. If sub-sub-headings are used, they should be given in plain text. There should be no more than three levels.

For further information, see Text Formatting Guidelines.

## **8 Illustrations**

In some essays it will make sense to illustrate major findings, models, or examples of what the text speaks about by tables, figures, or other kinds of illustrations. In general, we recommend adding illustrations. Number all tables in one sequence, and all figures in a separate sequence. Refer to them all, e.g. “(see Figure 1)” or “Table 1 shows.”

For further information, see Illustration Guidelines.

## **9 References**

The Harvard (author-date) system is the preferred style at Blackwell. All references should be listed alphabetically by author's last name. Fairly full but incidental mentions of well-known texts, like “Hans Morgenthau’s *Politics Among Nations*,” may be used without a reference entry. Authors should aim to include approximately 25 references. The first 25 references do not count as part of the 10,000-word limit. Subsequent references do.

For further information, see Text Formatting Guidelines.

## **10 Online Resources**

In the electronic version, titled *International Studies Online* (ISO), the review essays will be enhanced with live links to archives, datasets, cases, pedagogical aids, and other relevant materials that reflect ongoing research in the field. With this in mind, please list between 5 and 10 online resources relevant to your review essay by title, noting website addresses (see Text Formatting Guidelines). Annotate each of these sources in a few short sentences. The title, address, and annotation should run to about 50 words.

## **11 Acknowledgments**

Include any acknowledgments in a few sentences following the main text, under a heading “Acknowledgments.”

## **12 Keywords**

Please provide up to 10 keywords in alphabetical order.

## **13 Mini-Bio**

At the end of your essay, please provide a 3-4-sentence mini-biography, giving your name in the same form as at the start of your essay, your title, your affiliation, and any noteworthy publications or achievements. Note that the mini-bios will not be included in the word count.

## Text Formatting Guidelines

### 1 Basic Formatting

Keep all formatting to a minimum. Do not use footnotes or endnotes. Aim for consistency of style within the contribution.

- Double space the text, use one column only, and left align.
- Do not use spaces to indent or align text.
- Do not use the carriage return (enter key) at the end of lines within a paragraph; allow the word-processing program to turn the line over.
- Use the tab key (once only) to indicate new paragraphs. Do not use spaces to indent new paragraphs.
- Do not indent the first line after headings.
- Do not use the hanging indent feature.
- Do not insert extra spaces (blank lines) between paragraphs or elsewhere.
- Do not indent lists (except to indicate the hierarchy of entries).
- Set off long quotations – 60 words or over – by indenting from the left margin only.
- Introduce an abbreviation when first used in an essay by giving the full version followed by the abbreviation in parentheses, e.g. “International Studies Association (ISA).” Thereafter use only the abbreviation within that essay. Do not include full points in upper-case abbreviations, e.g. use “UNESCO,” not “U.N.E.S.C.O.” Do not abbreviate “Figure.”
- Do not use any page breaks.
- Do not use the “hidden text” or “annotations/comments” facilities in Word. Provide only the text which you wish to see printed in the final version.
- For emphasis, place the text in italics, rather than underlined or in bold. Italicize titles of books, films, radio or television programs, paintings, and statues, and non-English phrases.
- If there are any special characters (such as phonetic symbols or those from any language other than French, German, and Spanish) that need to be inserted in the manuscript, please specify what they are in a separate document.

### 2 Headings

Divide your contribution into a number of sections starting after the “Introduction.” All headings should be unnumbered, have no more than 100 characters (including spaces), and be flushed left. Font size should be the same as in the rest of the text. There should be no more than three levels.

#### *Heading Level 1:*

Flush left, bold, capital letters starting all main words

#### *Heading Level 2:*

Flush left, italics, capital letters starting all main words

#### *Heading Level 3:*

Flush left, plain text, capital letters starting all main words

### 3 Numbers

Numbers below 10 should be spelled out except in cross-references (e.g. “see Figure 5”), or in conjunction with an abbreviation, symbol, or unit of measurement (e.g. “8 kg”), or in comparisons with numbers of 10 or more. Where possible, sentences should not start with a number – if this is unavoidable the number must be written in words. Whereas precise quantities should be expressed in numerals, approximate numbers may be written in words if not in the form of a measurement (e.g. “approximately fifty cases”). A comma should be used to separate groups of three digits in numbers of 10,000 and above (in contrast to, e.g., “9000”). In decimal expressions the decimal point should be set on the line, not raised. In a number less than unity, the decimal point must be preceded by a zero. The multiplication sign, rather than the raised dot, should be used in expressions such as “546.38 × 72.19.” The word “billion” should only be used to mean a thousand million (1,000,000,000). In ranges of numbers, all digits should be shown, e.g. “pp. 154–158” (not “154–8”) and “during the period 1966–1969” (not “1966–9”). Write “from 325 to 378,” for example (not “from 325–378”). No apostrophe is required in “the 1990s.”

### 4 Lists

Try to avoid the extensive use of lists. If a list is necessary, and the items in it are few and/or short, it can be run on in the text, e.g. “the following points: (1) the items should be few, and (2) they should be short.” If a list contains many and/or long items:

- Decide whether the list should be bulleted (the items in the list have no particular order) or numbered (e.g. steps in a procedure which must be followed in order, or where item 1 is more important than item 2, etc.).
- Align lists with the left-hand margin.
- Indent the sub-entries only.

### 5 References

The Harvard (author-date) system is the preferred style at Blackwell.

#### *Style of text citation*

- For a single author use “Tickner (2006) suggested that ...” or “... demonstrated in three different species (Tickner 2006).” Do not put a comma before the date.
- If there are two authors use “Thompson and Levy (2008) suggested that ...” or “... demonstrated in three different species (Thompson & Levy 2008).” The two names are to be connected with an ampersand if given in parentheses.
- If there are three or more authors, use the name of the first author followed by “et al.”; e.g. “Thompson et al. (1989) showed that ....” or “... demonstrated in three different species (Thompson et al. 2008).” Use a point after “al.” but not after “et”; do not italicize “et al.”
- Add a, b, c, etc. to distinguish between two or more references with the same author or editor name and year date, e.g. “Tickner 1999a” and “Tickner 1999b,” not “Tickner 1999” and “Tickner 1999a,” or “Tickner (ed.) 1999” and “Tickner 1999.”
- List a string of references in chronological order, e.g. “(Thompson 1985; Johnson 1991; Carruthers 1999; Levy 2007).”
- When citing an anonymous editorial in a journal, use the name of the journal and the date, e.g. “(*Economist* 1998)” and list this reference under “E” in the list of references.

- When mentioning an English-language newspaper or periodical, put an initial *The*, even if it is part of the official title, in lower case and not italicized, e.g. “the *Washington Post* comments.” For foreign-language titles, retain the article if it is an official part of the title.

### *Style of reference list citation*

- Reference lists should appear at the end of your essay under the heading “References.” Make them the same type size as the rest of your essay.
- List references in alphabetical order by author; do not number the list.
- Do not put extra line spaces between items.
- For references starting with the same surname and initials, list single-author works first in chronological order; list two-author works second in alphabetical order of the second author, then chronologically; list multi-author works third, arranged only chronologically. For example:
  - Brown, F. (1999)
  - Brown, F., & Smith, J. (1989)
  - Brown, F., & Vested, K. (1983a)
  - Brown, F., & Vested, K. (1983b)
  - Brown, F., King, L., Evans, R., & Eliot, W. (1987)
  - Brown, F., Evans, R., & King, L. (1990)
- Order the items within each reference (authors' surnames, initials, journal article title, journal title, volume number, and page range) in a consistent way following the examples provided below. *Reordering is a very time-consuming process for our copy-editors.*
- Note that journal titles, journal articles, book chapters, and book titles should be presented with capital letters on the main words. This applies to titles in all languages.
- A list of possible reference options follows with additional notes pointing out some areas it is easy to overlook. Please pay close attention to the style, order, and punctuation and replicate in your own references.

### *Examples of Harvard references*

Adams, A.B. (1983a) Article Title: Subtitle with Caps on Main Words. *Journal Title* 46 (2), 617-619.

Notes: (i) use initials, not first names; (ii) do not put space between author initials; (iii) put the date in parentheses; (iv) do not put punctuation after the date; (v) present the journal name in italics, with no following punctuation; (vi) put the volume and issue number in roman, not italics or bold, followed by a roman comma; (vii) put the issue number, if given, in parentheses immediately after the volume number; (viii) don't elide numbers in page spans

Adams, A.B. (1983b) *Book Title: Subtitle with Caps on Main Words*. New York: Publisher.

Bennett, W.P., Hoskins, M.A., Brady, F.P., et al. (1993) Article Title. *Journal Title* 334, 31-35.

Notes: (i) use comma after each set of initials, including before ampersand or “et al.”; (ii) if there are more than six authors, name only the first three, followed by “et al.”; otherwise, name all authors; (iii) note the initial and surname order for this usage

Cummings, M. (1995) Chapter Title: Subtitle with Caps on Main Words. In D. Smith, A.B. Jones, & N. Porter (eds.) *Book Title*. Oxford: Blackwell, pp. 12-28.

Notes: (i) do not put punctuation after the introductory “In” before edited books; (ii) put editors' names before book title; (iii) note the initial and surname order for this usage; (iv) use lower-case “e” and closing point in “eds.,” (v) put “(eds.)” in parentheses, with no following punctuation; (vi) give page numbers following a comma after publisher’s name, and not in parentheses; (vii) use “pp.” for page numbers in books but not for journal page numbers (compare with Adams 1983a example above)

Docherty, K.J. (ed.) (in press) *Book Title*. Cambridge, MA: Harvard University Press.

Notes: (i) give “(ed.)” before date, followed by a space; (ii) use closing point for “ed.” and put it in parentheses; (iii) use “in press” to indicate material accepted for publication but not yet published, and if an unpublished journal article don't give a volume number or page numbers; (iv) the style for US state abbreviations is “MA” not “Mass.,” etc.

Garcia-Gans, S. (2003) *Las Politicas en Inglès y Español* [Communications in English and Spanish]. Madrid: Universidad de Madrid.

Notes: (i) always give an English translation of original-language titles; (ii) put translations of titles in square brackets; give the translated title in roman if it's that of a chapter, an article, or a book not published in translation, in italics if a book published in translation; (iii) follow the same rules for capitalization of translated titles as for all other titles

Lessells, D.E. (1989) Chapter Title. In J.R. Arnold & G.H.B. Davies (eds.) *Book Title*, 3rd edn. Oxford: Blackwell, pp. 32-68.

Notes: (i) present the edition number in roman; (ii) use “edn.” as shown

*New York Times* (1998) The Peace Accord Signed, p. A1 (July 23).

Notes: (i) list anonymous editorials under title of periodical in italics; (ii) put a comma after the editorial title, and give page number in roman; (iii) give date in parentheses after the page number

Ofcom (2006). The Ofcom Broadcasting Code. At <http://www.ofcom.org.uk/tv/ifi/codes/bcode>, accessed July 2007.

Notes: (i) for online references, give title of article or part of site in roman, not italics; (ii) put a full point after the title, followed by “At” and website address; (iii) put a comma after the address, followed by date of access

### ***Form of publisher names for references***

Academic Press	Hogarth Press	Prentice Hall
Addison Wesley	John Benjamins	Princeton University Press
Addison Wesley Longman	John Wiley	Reidel
Allen and Unwin	Johns Hopkins University Press	Rutgers University Press
Arnold	Kluwer	Sage
Basic Books	Knopf	Semiotext(e)
Belknap Press	Lawrence and Wishart	Simon and Schuster
Blackwell	Lawrence Erlbaum	Stanford University Press
Cambridge University Press	Little, Brown	University of California Press
Clarendon Press	Longman	University of Chicago Press
Cornell University Press	Macmillan	University of Illinois Press
Elsevier	McGraw-Hill	University of Michigan Press
Faber and Faber	MIT Press	University of Minnesota Press
Foris	Mouton	University of Wisconsin Press
Free Association Books	New Left Books	Unwin Hyman
Free Press	North-Holland	Verso
Garland	Oxford University Press	Yale University Press
HarperCollins	Penguin	Zed Books
Harvard University Press	Pergamon	
Harvester Wheatsheaf	Polity	

Generally in publisher names, don't include "Publishing," "Publishers," "Inc.," "Co.," "Ltd.;" include "University Press" in full, not as "UP" or "UPress;" spell out "and."

## **6 Online Resources**

After the list of references, under a heading "Online Resources," please list between 5 and 10 online sources relevant to your review essay in alphabetical order by title, noting website addresses. Annotate each of these sources in a few short sentences. The title, address, and annotation should run to about 50 words.

### ***Example of online resources***

Transboundary Freshwater Dispute Database. At <http://www.transboundarywaters.orst.edu>. Provides data on more than 400 international, freshwater-related agreements from 1820 to 2002. Lists the world's international river basins. Includes a searchable database on international water relations from 1948 to 1999. Biophysical, socioeconomic, and geopolitical data relating to international river basins are searchable.



## Illustration Guidelines

### 1 Tables

All tables should be given in separate files, with filenames in the form “essay\_title\_table\_01.” Set the tables as they should appear in the printed version. Do not style headings, but use italics where you want to emphasize. Use, if possible, the tables function in Word or other word-processing programs to align the columns and rows. Tables should be numbered, have a caption, and have a footnote indicating the source of the data. If the table contains results from a survey, the exact question wording must be indicated below the table caption.

In the table caption, use capital letters only for “Table,” for the first word in the main part of the caption, and where essential, e.g. for any proper nouns.

In the table, use capital letters only for the first word of each column heading, for the first word of each item, and where essential.

Place any table notes immediately below the closing rule of the table, followed on a new line by the table source and credit line. Use superscript a, b, c rather than 1, 2, 3 or symbols as note cues (see the sample table).

For example:

Table 1 Basic data on the Baltic states

Country and type of political system	Territory (1,000 sq. km)	Population and % ethnic distribution	Official language <sup>a</sup>
Estonia Parliamentary republic	45.2	1.32 million Estonians 68 Russians 26 Others 6	Estonian
Latvia Parliamentary republic	64.6	2.29 million Latvians 59 Russians 29 Others 12	Latvian

Source: Chwioroth (2007, 14)

<sup>a</sup>Where countries have more than one official language, the majority language is listed.

### 2 Figures

The term “figures” includes line drawings (sketches, graphs, and flowcharts) and half-tones (photographs, radiographs, X-rays, and screenshots). Please submit your figures to the website as *separate digital files*. Please supply printouts of *all* electronic artwork on single-sided paper and at the size they are saved electronically. This acts as a recognition copy so Blackwell knows what the file should look like. Please send this hard copy to the project’s managing editor. Note that Blackwell prefers to receive figures in digital form because, if done properly, working with digital images enables us to produce the book faster and at a lower cost. Blackwell prefers that

all electronic picture files be submitted as TIFF files, at 300 dpi. You should always keep high-quality copies of the images you submit regardless of whether they are digital files or originals.

Number figures consecutively within each chapter (Figure 1, Figure 2, Figure 3, etc.). Each figure should be cited within the text, e.g. “(Figure 2)” or “Figure 2 shows.” Provide a caption for each figure. Captions to figures and tables should be part of the main text, centered, and at the appropriate location. They should also be repeated with the tables and figures in their separate files.

### 3 Equations

Wherever possible, equations should be set as part of the text. They should be set as they will appear in the printed version. If you can write equations without the use of specific software please do so. For example:

$$a + b = c$$

$$d + e = f$$

Where  $d^1$  is equal to  $t^{-1}$

Number only the math equations that are referred to in the text. Present them in sequence beginning with “(1)” in parentheses to the right of the formula.

Example:

$$a + b = c \quad (1)$$

$$d + e = f \quad (2)$$

### 4 Supply of Electronic Illustrations by the Author

#### *Line artwork*

- Ideally the artwork should be drawn using decent illustration software such as CorelDraw, Adobe Illustrator, or Macromedia FreeHand.
- We recommend that the artwork is supplied as EPS files (Encapsulated PostScript).
- Each illustration should be given an identifiable filename, in the form “essay\_title\_image\_01.”
- A hard copy should be supplied of each of the illustrations with the appropriate filename. The hard copy must match what the finished artwork will look like (CorelDraw tints sometimes corrupt when printing out using different software).
- It is essential to embed all fonts.
- Do not use tints below 10 percent or above 80 percent. Tints should be in no less than 10 percent intervals.
- For figures consisting of more than one element (e.g. parts (a), (b), etc.), supply the different parts separately.

#### *Half-tones (continuous tones)*

- Again we recommend that a decent software package such as Adobe Photoshop should be used for preparing half-tones.
- Half-tones should be supplied as TIFF files (tagged image file format).

- Scan to 300 dpi resolution at the final printed image size. (Higher resolution does not mean a sharper picture. If a picture is out of focus, scanning it at higher resolution will not make it sharper.)

***Combination images (i.e. labeled half-tones)***

- Ideally these should be supplied as EPS files with the half-tone as an embedded TIFF file scanned at 300 dpi.
- If the complete image is supplied as a TIFF file you need to scan at 600 dpi.

***Scanned artwork***

- Line illustrations should be scanned at an original resolution that will permit final output of at least 800 dpi.

For more detailed guidelines please visit the Blackwell Publishing website:  
[http://www.blackwellpublishing.com/authors/prep\\_illust.asp](http://www.blackwellpublishing.com/authors/prep_illust.asp)