

Instructions for authors

Please use this section as a guideline for preparing your article for submission. This set of guidelines (updated October 2012) replaces all previously issued guidelines. Please make sure that you consider all of the following points before you submit your article. If there is doubt about the standard to be used, please note that we will be using the **2009 edition of *MLA Handbook for Writers of Research Papers***.

We only accept texts written in English. Texts should include:

- the title of the article,
- the author's name,
- institutional identification,
- the address of this institution,
- and the author's e-mail address.

Essays should not exceed 5.000 words (20 A4 pages) including tables and references; announcements and reviews should be no longer than 2. 500 words (10 A4 pages). All texts should be edited using Times New Roman 12 p., line spacing 1^{1/2}.

Manuscripts should be delivered either as hard copy (with an electronic version included on a CD) or online, via e-mail as an attachment. Contributors are also expected to supply at the beginning of their article

- an abstract (of not more than 100 words),
- maximum 10 keywords,
- And (in a separate attachment or file) their biographical blurb (150 words),

In the manuscript the title should precede the author's name, affiliation, full institutional address information and the author's e-mail address (everything bold, centered, an initial capital for each major word capitalized).

All tables and illustrations should be titled and numbered. Author's explanatory notes should be numbered consecutively and placed underneath as footnotes, not at the end of the manuscript (please keep all notes to a minimum).

Works cited, should correspond to the MLA format, and should be included after the main body of the manuscript. Submissions that do not conform to the MLA style sheet requirements will not be considered for publication.

International Studies Style Sheet

Main stylistic points:

1. **Abbreviations** are expressed without full stops (e.g. USA).
2. **Bold** is restricted to essay titles and subheadings.
3. **Essay subheadings** have an initial capital for each major word and are unnumbered.
4. **Italics** are used for titles of books, journals, newspapers, films, plays, etc. Italics are also used for foreign words also for emphasis where necessary.
5. **Spelling:** British English.
6. **Dashes:** Unspaced em dashes—are used for parenthetical comments.
7. **Dates** in the body of the text: February 18, 2011.
8. **Foreign language** words or phrases: accompanied by a translation in brackets. Book titles and article titles in a foreign language are accompanied by translation in square brackets.
9. **Hyphenation:** we use “worldwide,” “postwar” and “postcolonial” but “socio-political,” “anti-terrorist.”
10. **Numbers** that begin a sentence are spelled out (e.g. eighty percent).
11. **Percent:** written as % but spelled out in the beginning of a sentence.
12. **Numbers of centuries** are spelled out (e.g. twentieth century)
13. **Elision** of numbers: we use 135-36 not 135-136. This does not apply to teens or when the first number ends in zero (40-43 rather than 40-3).
14. **Omission of text:** shown by an ellipsis. The form is . . . with a character space on either side. If a sentence ends before the ellipsis a full stop follows it without a space. . . . Then the rest of the ellipsis is spaced as already stated.

15. **Quotation marks:** we use double curly quotation marks. Single quotation marks only for quotes within quotes. MLA: "By convention, commas and periods that directly follow quotations go inside the closing quotation marks, but a parenthetical reference should intervene between the quotation and the required punctuation. . . . All other punctuation marks--such as semicolons, colons, question marks, and exclamation points--go outside a closing quotation mark, except when they are part of the quoted material."
16. **Parenthesis:** The full stop goes inside if the parenthesis forms an independent sentence (and outside if it is part of a sentence).
17. The names of **publishers** are spelled out (Oxford University Press rather than OUP).
18. We use English spelling for foreign geographical names.
19. **Margins:** 2.5 centimeters all around.
20. Leave only **one space** after periods or other punctuation marks.
21. Create a header that **numbers all pages** consecutively (at the bottom, the right-hand corner).
22. **Indent** the first line of paragraphs one 1.5 cm from the left margin.
23. **Works Cited**--the heading centered and in bold.

In-text citations:

Publications are referred to in the text in one of the forms shown below.

1. If the author's name occurs in the sentence only the page number is given in parentheses.
2. If the name does not occur naturally in the sentence, both the author's surname and page number are given in parentheses e.g. (Austin 17).
3. If you refer to two several books by the same author, please use the author's surname followed by coma, then the title of the work you are referring to and page number e.g. (Austin, *Sense and Sensibility* 17).
4. If the author refers to a source quoted in another work, he/she should provide information on secondary source by using the abbreviation "qtd. in" and list the work used in the works cited.

5. A short quotation of less than 4 lines may be included in the body of the text in quotation marks, but if it is longer block quotations indented from the left margin (use Tab) should be used instead.
6. Web documents should be cited using the title in parenthesis. If the source includes fixed page numbers (not page numbers of a printout) or section numbering (e.g. paragraphs), the relevant numbers should be cited.

Works Cited (examples):

books and chapters form books:

Austen, Jane. *Sense and Sensibility*. Ed. Claudia Johnson. New York: Norton, 2001.

Bourdieu, Pierre, and Jean-Claude Passeron. *Reproduction in Education, Society and Culture*. London: Sage, 1977.

Friedman, T. L. *The World Is Flat: A Brief History of the Twenty-First Century*. New York: Farrar Straus & Giroux, 2005.

Follett, Ken. *Lie Down with Lions*. New York: Signet, 1986.

----- . *The Pillars of the Earth*. New York: Signet, 1990.

Scholte, J. A. "The Globalization of World Politics." *The Globalization of World Politics. An Introduction to International Relations*. Eds. J. Baylis, S. Smith, Oxford: Oxford University Press, 1997.

The MLA Handbook for Writers of Research Papers. 7th ed. New York: Modern Language Association of America, 2009.

journal articles:

Sewerynski, M. "Legal Countermeasures Against Unemployment in Poland During Political System Transformation." *International Studies: Interdisciplinary Political and Cultural Journal* 1 (2000): 51-62.

Kelley, Klara and Harris Francis. "Traditional Navajo Maps and Wayfinding." *American Indian Culture and Research Journal* 29.2 (2005): 85-111.

online article:

Kaplan, N. "E-Literacies: Politexts, Hypertexts, and Other Cultural Formations in the Late Age of Print." *Computer-Mediated Communication Magazine*, 2.3 (March, 1995): 1-4. Web. 14 May 2004 <<http://www.december.com/cmc/mag/1995/mar/kaplan.html>>.

TV programs, series:

Blair, Tony. Interview. *Six O'clock News*. BBC1. 29 Feb. 1997.

film, video:

Macbeth. Dir. Orson Welles. Film. Republic Pictures, 1948.

Birds in the Garden. Video. London: Harper Videos, 1998.

Reference works:

Bergman, Peter G. "Relativity." *Encyclopedia Britannica*. Vol. 26. 15th ed. Chicago: Encyclopedia Britannica, 1998. 501–508.

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Manuscripts submitted must not be under simultaneous consideration by any other journal. The authors must submit a statement about the originality of his/her article, which must be signed and posted to the IS Journal Office. Our goal is to eliminate **ghostwriting** and **guest authorship** practices i.e. situations, in which the real author/major contributor has not been acknowledged, or, conversely, there are, among the contributors, people whose involvement was minimal or none. We consider such practices unethical, as they undermine the credibility of the entire publication system. All cases of ghostwriting and guest authorship will be disclosed and reported to the institutions, where the suspect authors are affiliated. Upon acceptance of an article, author(s) will be asked to transfer the copyright. The journal does not have article processing charges (APCs) nor article submission charges.