

# Notes for Contributors

## Editorial Policy

Manuscripts accepted by the Editors are normally evaluated by at least two anonymous referees. The Editors act on the basis of referral reports, but retain final discretion on the decision to publish an article or review. A manuscript is accepted for consideration on the understanding that its content is original and that it is not under consideration, or has been accepted, for publication elsewhere. Manuscripts submitted in languages other than English may, where practical, be reviewed in the original language. However, the final decision will be made exclusively on the basis of the English language version. No costs of translation will be borne by *ERIS*. For further clarification on editorial policy and submission of manuscripts, please contact the Managing Editor at [eris@canterbury.ac.uk](mailto:eris@canterbury.ac.uk)

## Submission of Manuscripts

All submissions should be made online to [eris@canterbury.ac.uk](mailto:eris@canterbury.ac.uk) for articles, and [toeris.ceri@sciences-po.fr](mailto:toeris.ceri@sciences-po.fr) for reviews.

## Format of manuscripts

Manuscripts should be in A4 format in double-spacing in Word only. Main articles should normally be between 8-10,000 words in length, reviews 1000-1500 words and review articles between 3000-4000 words.

Authors should include a short (3-4 lines) biographical statement, and a cover sheet with name, institutional address, **contact email address** and a telephone number. Abstracts of no more than 200 words are required for all articles, and each paper should have between three and five keywords. Authors should prepare two versions of their manuscript. One should be a complete text, while in the second all information identifying the author(s) should be removed to allow it to be sent anonymously to referees.

Authors are encouraged to use headings within the text for clarity. There should be a clear difference between first-order headings, denoted in all capital lettering, and sub-headings, which should be in the normal variation of capital and lower-case. Headings should not be numbered.

Authors should use a bare minimum of emphasis in the text. Where necessary, single quotation marks should be used rather than italics.

Notes of acknowledgement are permissible; they will be set as the first unnumbered notation designated by an asterisk (\*).

Quotations should retain the wording, spelling and punctuation of the original. Any deviation should be noted, such as with the use of ellipses to identify omissions. Any emphasis added should be noted. Authors should use double quotation marks (“ ”) for direct quotes, and should use single quotation marks to denote a quote within a

quotation and to denote the title of articles. Authors own translations need to be noted where appropriate.

Authors are responsible for the accuracy of quotations and should supply complete, correct references. Where necessary, they must obtain permission to cite material. Before submission, authors should check their manuscript carefully for errors.

### **Spelling and Punctuation**

Please use British spellings – colour, globalisation, etc. – with “-ise” not “-ize” endings (e.g., organise). Please avoid split infinitives and the use of the first person singular. Dates should be formatted as follows:

12 September 2012; 12-14 September 2012

### **Example of FORMATTING**

TITLE: **THE RISE OF FASCISM (BOLD)**

AUTHOR: *A.N. Other*

Author’s Institution: XXX University, London

**Abstract:** This article ...

**Keywords:** Fascism, economic nationalism, ...

FIRST ORDER HEADINGS (ALL CAPITAL LETTERS, **BOLD**, NO ITALICS:

**MEANING OF FASCISM**

Sub-headings (Sentence case, **Bold**, no Italics): **Beginning of the Story**

**CONCLUSION**

Endnotes

For long quotations , i.e. several lines:

no inverted commas, no italics

indent both sides

smaller font

### **Notation Style**

Notations should be in the form of endnotes collected at the end of the article – they will be changed to footnotes by the publisher at the final edit. They should be noted where appropriate in the text with a superscript Arabic number. Notations should form part of the actual text, and should not be generated by embedded codes as common with many word processing packages.

- *For books:* author, *title* (place: publisher, year), page. For example: Chris Brown, *International Relations Theory: New Normative Approaches* (Hemel Hempstead: Harvester, 1992), p.25.

- *For articles:* author, ‘article’, *Journal*, Vol., No. (year), page. For example: Iver B. Neumann, ‘Euro-centric diplomacy: Challenging but manageable’, *European Journal of International Relations*, Vol. 18, No. 2 (2012), p. 299.

- For chapters in edited collections: author, 'chapter', in editor (ed.), title (place: publisher, year), page. For example: S. Benhabib, 'The Generalized and the Concrete Other', in E.F. Frazer, J. Hornsby and S. Lovibond (eds.), *Ethics: A Feminist Reader*(Oxford: Blackwell, 1992), p. 270.

Citations should conform to the following format, using *ibid.* to refer to a repetition of a reference immediately above, and *op. cit.* to refer to a source previously cited. Where more than one work by an author is cited, the *op. cit.* reference should also specify a short title (i.e. Bull, *The Anarchical Society*, *op. cit.*, p. 132:

1. Hedley Bull, *The Anarchical Society* (London: Macmillan, 1977), pp. 130-135
2. *Ibid.*, p. 132

.....

15. Bull, *op. cit.*, p. 99

Websites should be noted as follows:

32. Graham E. Fuller, "Islam, a force for Change", *Le Monde Diplomatique* (September 1999, available : [http://www.en.monde\\_diplomatique.fr/1999/09/ibislam](http://www.en.monde_diplomatique.fr/1999/09/ibislam) (accessed 11 December 1999)