

IAI Papers Editorial Guidelines

1. Presentation of the text

(a) All papers should be submitted as a Word document. Papers should be single spaced (text, notes and references).

(b) The front page of the paper should include

- the title of the paper;
- the author's name;
- author's affiliation in the footnote, e.g. "Nathalie Tocci is Deputy Director of the Istituto Affari Internazionali (IAI), Rome";
- a 120/150-word abstract. The abstract should simply summarise the gist of the argument and should NOT use the format, "this article argues this or does that".

(c) All sources must be cited in a list of references, appearing at the end of the paper. References to sources within the text should be presented in footnotes. See below for further details (section 3). Please note that, in the text, reference numbers should appear as superscripts following all punctuation marks (except the dash, which it precedes).

(d) The paper should be divided into numbered sections and sub-sections, each with its own title/sub-title.

(e) The *IAI Papers* should be between 3,000 and 5,000 words long.

2. The text

(a) British spelling is used as standard. Exceptions: (1) official titles or names, when the US spelling is used, e.g., the US Department of Defense, the Japanese Defense Agency. (2) direct quotations from text sources. The original punctuation and spelling is retained.

(b) Numbers: One to ten in words, 11 and above in numerals (but with discretion for whole units). Units of measure should be spelled out: 4 million, 6 per cent (but use % in figures and tables). Use numerals in referring to monetary figures, e.g. 2,000 euro, 1 million dollars.

(c) Double quotation marks (single are only used for quotations within quotations). Quoted material that is more than 40 words long should be indented, without quotes. UK punctuation placement (commas and points outside closing quote marks unless direct speech or a full sentence is quoted). Do not use the serial comma. Spaced en-rules for parenthetical breaks.

(d) Italics should be used for foreign words, the titles of books and journals. Where foreign words are used, an English translation must be provided. Italics should also be used as opposed to boldface for emphasis. Underlining should not be used anywhere in the text.

(e) Uppercase used only when essential. UK government, parliamentary privilege, presidential elections, the presidency (but the President when referring to a particular individual).

(f) Acronyms: no full points, all caps. All acronyms must be spelled out at first mention (except for very very common ones: EU, GDP, NATO, UN, US) with the full name followed by the acronym in parenthesis. Names of organisations and institutions should be presented in English, or in the language in which they are most commonly referred to internationally.

g) **Block quotations:** Any quotation of 40 or more words should be set with additional ½" (1.25cm) margins on the left and right and should be separated from the main text by a line space above and below.

3. **How to quote**

Report references in

- Footnotes: complete reference + successive shortened reference of the same title
- Final bibliography: complete reference

The system envisages the presence of **both references**, which should be present in the same form. Some references in the footnotes can be omitted in the final bibliography (i.e. references of short newspaper articles or web pages).

Citations in the footnotes should be given in full on first mention. For **subsequent mentions**, only author and title (eventually shortened) are required, followed by comma and *cit.* Use *ibid.* when the reference is the same as the last one.

Internet Sources

For texts available online, list a URL. URLs can be given **in full**, including http:// prefix. Please do not cite links to search results (e.g. Google's search results) or to information accessed via a subscription-only service. There is no need to give the date of access. It is the author's responsibility to ensure that all the URLs cited are **valid** at the time of editing.

Source language

For documents available in multiple language versions, select the **English version** (e.g. EU documents, international agreements, diplomatic documents, journal articles such as *Russia in Global Affairs*, *Revista brasileira de política internacional*, etc.).

Form of references

Books

Author's name and surname [or Editor's name and surname followed by (ed./eds)], *Title* [in italic], Publication place, Publisher's name, Publication Year, Numbers of selected pages [in footnotes], Title of the series and Number of issue in the series [in brackets], Complete http link.

Examples

Karen E. Smith, *European Union Foreign Policy in a Changing World*, 2nd ed., Cambridge and Malden, Polity Press, 2008

Maurizio Carbone (ed.), *Italy in the Post-Cold War Order: Adaptation, Bipartisanship, Visibility*, Lanham, Lexington Books, 2011

Christopher Hill and Michael Smith (eds), *International Relations and the European Union*, 2nd ed., Oxford, Oxford University Press, 2011 (The new European Union series)

Udo Diedrichs et al. (eds), *Europe Reloaded. Differentiation or Fusion?*, Baden-Baden, Nomos, 2011 (Europäische Schriften 89)

Chapters in Books

Author's name and surname, Title of the chapter [in quotation marks], Editor's name and surname preceded by "in" and followed by "ed./eds" [in brackets], *Title of the book* [in italic], Publication place, Publisher's name, Publication Year, Inclusive page numbers [footnotes/bibliography] or Numbers of selected pages [footnotes], Title of the series and Number of the series [in brackets], Complete http link.

Examples

Karen E. Smith, "Enlargement, the Neighbourhood, and European order", in Christopher Hill and Michael Smith (eds), *International Relations and the European Union*, 2nd ed., Oxford, Oxford University Press, 2011, p. 299-323 (The new European Union series)

Maurizio Carbone et al., "Italy in the Mediterranean: Between Europeanism and Atlanticism", in Maurizio Carbone (ed.), *Italy in the Post-Cold War Order: Adaptation, Bipartisanship, Visibility*, Lanham, Lexington Books, 2011, p. 197-214

Gianni Bonvicini, "EU's projection of security. Peace Missions as a Tool Either for Fusion or Fragmentation", in Udo Diedrichs et al. (eds), *Europe Reloaded. Differentiation or Fusion?*, Baden-Baden, Nomos, 2011, p. 417-431 (Europäische Schriften 89)

Cesare Merlini and Olivier Roy, "Introduction", in Cesare Merlini and Olivier Roy (eds), *Arab Society in Revolt. The West's Mediterranean Challenge*, Washington, Brookings Institution Press, 2012, p. 1-13, <http://brook.gs/2aZnlBm>

Articles

Author's name and surname, Title of the article [in quotation marks], *Title of the journal/newspaper* [in italic] preceded by "in", Volume, Issue, Date [day month year, in brackets], Inclusive page numbers [footnotes/bibliography] or Numbers of selected pages [footnotes], Complete http link.

Examples

Marco Onado, "Is the Larosière Proposal on European Financial Regulation on the Right Path?", in *The International Spectator*, Vol. 45, No. 1 (March 2010), p. 59-73, <http://dx.doi.org/10.1080/03932720903562528>

Riccardo Alcaro and Emiliano Alessandri, "Engaging Russia. Prospect for a Long-term European Security Compact", in *European Foreign Affairs Review*, Vol. 15, No. 2 (May 2010), p. 191-207

James Blitz, "Blair's Likely Heir Hints at Shift on Europe Stance", in *The Financial Times*, 15 June 2006, p. 2

Daniel Brooks, "Where Obama Shines", in *The New York Times*, 20 July 2012, p. A19, <http://nyti.ms/LZAesf>

"Belgrade Moves Closer to Brussels", in *The Economist blog Eastern approaches*, 2 March 2012, <http://econ.st/JwEjTs>

Papers

See previous information given for **Books**.

Examples

Tobias Kunstein and Wolfgang Wessels, "The New Governance of the Economic and Monetary Union: Adapted Institutions and Innovative Instruments", Rome, Istituto Affari Internazionali, January 2013 (IAI Working Papers 1302), <https://www.iai.it/en/node/377>

Nathalie Tocci, *Conflict Resolution in the European Neighbourhood: The Role of the EU as a Framework and as an Actor*, Florence, European University Institute, November 2004 (EUI Working Paper RSCAS 2004/29), <http://hdl.handle.net/1814/2771>

Note: Institution-author's name must be fully written followed by the acronym (in brackets). If the institution is both the publisher and the author, the second time that it is reported in a reference, it is sufficient to report only the acronym (or it can be omitted).

Chapters in Papers

See previous information given for **Chapters in Books**.

Example

Sven Biscop and Antonio Missiroli, "The EU in, with and for the UN Security Council: Brussels, New York, and the (Real) world", in Nicoletta Pirozzi (ed.), *Strengthening the UN Security System. The Role of Italy and the EU*, Rome, Istituto Affari Internazionali, April 2008 (IAI Quaderni English Series 11), p. 7-21, <https://www.iai.it/en/node/2523>

Note: **Papers in a Series** may also be cited as articles.

See previous information given for **Articles**.

Examples

Tobias Kunstein and Wolfgang Wessels, "The New Governance of the Economic and Monetary Union: Adapted Institutions and Innovative Instruments", in *IAI Working Papers*, No. 1302 (January 2013), <https://www.iai.it/en/node/377>

Nathalie Tocci, "Conflict Resolution in the European Neighbourhood: The Role of the EU as a Framework and as an Actor", in *EUI Working Paper RSCAS*, No. 2004/29 (November 2004), <http://hdl.handle.net/1814/2771>

Official documents

Institution-author's name, *Title* [in italic], Code of the document [in brackets], Place [if any], Date [day month year], Numbers of selected pages/articles/paragraphs [footnotes], Complete http link.

Examples

European Council, *Presidency Conclusions*, Brussels, 15-16 October 2008 (14368/08), para. 17-18, <http://register.consilium.europa.eu/pdf/en/08/st14/st14368.en08.pdf>

European Union, *Directive 2009/73/EC concerning common rules for the internal market in natural gas and repealing*, 13 July 2009, art. 12, <http://eur-lex.europa.eu/legal-content/en/TXT/?uri=celex:32009L0073>

UN General Assembly, *Resolution on the 2005 World Summit Outcome (A/RES/60/1)*, 24, 2005 October para. 92-96, <http://undocs.org/A/RES/60/1>

UN High-level Panel on Threats, Challenges and Change, *A More Secure World: Our Shared Responsibility (A/59/565)*, 2 December 2004, <http://undocs.org/A/59/565>

Note: Quote the English version if the official document is available in several languages. Be careful in reporting the document's code number when it is available: this is usually the most useful element to seek and identify the document.

Final bibliography

Distinguish types of documents

In the final bibliography the above mentioned texts may be classified according to their typologies, for example books, articles, official documents, etc.

This is the most suitable choice when the bibliography is very long and many articles of different types are present.

This should not be done when the bibliography is short and/or the texts are almost of the same category.

Alphabetical order according to author/s and title

The bibliography is put into alphabetical order according to the surname of the author/editor (that of the first author/editor if there are more than one) or institution-author's name.

If you cite several different works by the same single author, put them in title order.

If there are both texts by an author alone and texts by the author with others, they must be ordered alphabetically taking into account the quoted second author's surname.

Example

Christopher Hill (ed.), *The Actors in Europe's Foreign Policy*, London and New York, Routledge, 1996

Christopher Hill, "The EU's Capacity for Conflict Prevention", in *European Foreign Affairs Review*, Vol. 6, No. 3 (Autumn 2001), p. 315-333

Christopher Hill, "The Geopolitical Implications of Enlargement", in Jan Zielonka (ed.), *Europe Unbound: Enlarging and Reshaping the Boundaries of the European Union*, London, Routledge, 2002, p. 95-116

Christopher Hill, "Renationalising or Regrouping: EU Foreign Policy since 11 September 2001", in *Journal of Common Market Studies*, Vol. 42, No. 1 (March 2004), p. 143-163

Christopher Hill and Karen E. Smith (eds), *European Foreign Policy: Key Documents*, London, Routledge, 2000

Christopher Hill and Michael Smith (eds), *International Relations and the European Union*, 2nd ed., Oxford, Oxford University Press, 2011 (The new European Union series)