

IAI Briefs Editorial Guidelines

1. Presentation of the text

- (a) All briefs should be submitted as a Word document.
- (b) The front page of the paper should include:
- Title of the paper;
 - Author's name;
 - Author's affiliation in a footnote, e.g. "Nathalie Tocci is Director of the Istituto Affari Internazionali (IAI)";
 - Author's corresponding email;
 - Three bullet points, 30-40 words each, summarising the gist of the brief.
- (c) References and footnotes should be kept to a minimum, used primarily to encourage further reading and/or understanding of the topic.
- References to sources within the text should be presented in footnotes. See below for further details on referencing style (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) *IAI Briefs* should be between 1,500 and 3,500 words. Articles over 3,500 words (including footnotes and title) will be sent back to the author for revision.
- (e) *IAI Briefs* will be subject to internal review by IAI faculty. The series editor reserves the right to refuse publication. IAI faculty will edit and revise all proposed contributions in consultation with the author.
- (f) All figures and tables that accompany the text should be provided in an editable format (excel, powerpoint, editable canva template).
- (g) Each *IAI Brief* should be divided into numbered sections and sub-sections, each with its own title/sub-title.

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 and whole units (twenty, thirty, forty etc.) in words, 11 and above in numerals. 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 forty 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 [in brackets]. 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, for instance President Trump).

(f) Acronyms: no full points, all caps. All acronyms must be spelled out at first mention (except for 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) All figures and tables should be numbered progressively, include a title and the relevant sources, and be referred to in-text (e.g. 'See Figure 1').

3. How to quote

Report references in footnotes: complete reference + successive shortened reference of the same title. 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 https:// 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 surname, Author's name (or Editor's surname, Editor's name followed by "ed./eds" [in brackets]), *Title* [in italic], Publication place, Publisher's name, Publication year, Numbers of selected pages [if any].

Note: If there are three or more authors/editors, just list the first one followed by "et al."

Examples

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

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

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

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

Chapters in books

Author's surname, Author's name, 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 or numbers of selected pages [if any].

Examples

Smith, Karen E., "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

Carbone, Maurizio 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

Bonvicini, Gianni, "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

Merlini, Cesare 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 surname, Author's name, 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 or numbers of selected pages [if any], Complete URL or DOI number (if accessed via a subscription-only service).

Examples

Onado, Marco, "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, <https://doi.org/10.1080/03932720903562528>

Alcaro, Riccardo 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, DOI 10.54648/eerr2010015

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

Chow, Emily and Muyu Xu, "World Is in Its 'First Truly Global Energy Crisis' - IEA's Birol", in *Reuters*, 25 October 2022, <https://reut.rs/3MZUdrv>

"Austria Says EU Must Reject Italy's Draft Budget Unless It's Changed", in *Reuters*, 22 October 2018, <https://reut.rs/2OIdEdt>

Papers

See previous information given for Books.

Examples

Raimondi, Pier Paolo, *Italy's Energy-Intensive Industries amid Competitiveness and Decarbonisation*, Rome, Istituto Affari Internazionali (IAI), April 2025, <https://www.iai.it/en/node/19899>

Organisation for Economic Co-operation and Development (OECD), *Global Debt Report 2025*, Paris, OECD Publishing, 2025, <https://doi.org/10.1787/8ee42b13-en>

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).

Note: Papers in a series should be cited as articles.
See previous information given for Articles.

Examples

Alcaro, Riccardo and Leo Goretti, "Meloni's US Dilemma: Balancing Ideology and Strategic Interest", in *IAI Commentaries*, No. 25|27 (April 2025), <https://www.iai.it/en/node/19901>

Tocci, Nathalie, "Conflict Resolution in the European Neighbourhood: The Role of the EU as a Framework and as an Actor", in *EUI RSC Working Papers*, No. 2004/29 (November 2004), <https://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 [if any], Complete URL.

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.

Examples

European Commission, *A Competitiveness Compass for the EU* (COM/2025/30), 29 January 2025, <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=celex:52025DC0030>

European Parliament and Council of the EU, *Regulation (EU) 2024/168 of 13 June 2024 Laying Down Harmonised Rules on Artificial Intelligence... (Artificial Intelligence Act)*, <http://data.europa.eu/eli/reg/2024/1689/oj>

UN General Assembly, *Resolution on the 2005 World Summit Outcome* (A/RES/60/1), 24 October 2005, para. 92-96, <https://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, <https://undocs.org/A/59/565>

Note: The drafting of this document and the related blurb was supported by the use of a generative artificial intelligence tool (ChatGPT, developed by OpenAI), employed under the full responsibility and supervision of the author. All content has been checked, validated and adapted in accordance with the ethical and methodological principles of Istituto Affari Internazionali. The Italian translation of the blurb was supported by the use of DeepL.