

## IAI Commentaries 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:
- 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), 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". (Abstracts will NOT appear in the final publication, but used to coordinate a proposed article/theme with the series editor).
- (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 Commentaries* should be between **1,000 and 1,500 words**. Articles over 1,500 words (including footnotes and title) will be shortened or sent back to the author for revision.
- (e) The series editor reserves the right to refuse publication, edit and revise proposed contributions in consultation with the author.

### 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 [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).

(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.

### 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 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, 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 or numbers of selected pages, 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 or numbers of selected pages, 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), <http://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, 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, <https://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, <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: 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.