



MENARA Editorial Guidelines

1. Presentation of the text

2. The Text

3. Citation and Bibliography

1. Presentation of the text

(a) All papers should be submitted as a Word document

(b) The front page of the paper should include

- the title of the paper
- the authors' names
- authors' affiliation in the footnote
- a 150-word abstract
- a table of content.

(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 limited to a brief reference presented in parenthesis, e.g., (Tocci 2012). See below for further details (section 3).

(d) If any notes accompany the text, these should be placed as footnotes rather than endnotes.

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

2. The Text

(a) British spelling is used as standard.

(b) Quoted *material* that is more than 40 words long should be indented, without quotes, and in *italics*.

(c) All acronyms must be spelled out at first mention with the full name followed by the acronym in parenthesis. Names of organizations and institutions should be presented in English, or in the language in which they are most commonly referred to internationally. The acronym should correspond to the original name (e.g., UMA rather than AMU).

(d) Papers should be single line spaced (text, notes and references)

(e) *Italics* should be used in the case of foreign words, the titles of books and journals. Where foreign words are used, an English translation must be provided

3. Citation and Bibliography

How to quote

Report references in

- Text: author-date citation
- Final bibliography: complete reference

Citations in the text should be given in author-date style:

author's last name + year of publication + page number(s) for direct quotations.

Multiple references in the same parentheses: separate citations with colons.

Single author

(Toje 2008, Peterson 1997:24, Peterson 2012:219-20)

Multiple authors

(Tocci and Alcaro 2012, Allen and Smith 2012:162)

Note: When a work has more than two authors/editors, use only the first author's surname, name [or Editor's surname, name], followed by "et al."

(Yentürk et al. 2008)

Group or corporate author

(Chicago Council on Global Affairs 2010, UNDP 2011)

Final bibliography

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 corporate author's name (the first significant word of the full official name).

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.

If you cite several different works by the same single author, put them in date order, oldest to newest.

Note: When a work has two or three authors/editors, do not use “et al.”; always cite names every time you reference the work. When a work has more than three authors/editors, use only the first author’s surname, name [or Editor’s surname, name], followed by “et al.”

Examples

Yentürk, Nurhan, Yörük Kurtaran and Gülesin Nemetlu (2008), “Youth Work and Policies in Turkey”, in *Youth Studies Unit Research Papers*, No. 3 (November), <http://www.youthpolicy.org/library/?p=8398>

Dhillon, Navtej et al. (2009), *Missed by the Boom, Hurt by the Bust. Making Markets Work for Young People in the Middle East*, Washington and Dubai, Wolfensohn Center for Development at Brookings and Dubai School of Government, <http://brook.gs/1vwTWRu>

Internet Sources

URLs can be given in full, including <http://> prefix. Please do not cite links to search results (eg. 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.

Form of references

Books

First author’s surname, name [or Editor’s surname, name followed by ed./eds.] + Publication Year [in brackets], *Title* [in italic], Publication place, Publisher’s name, Title of the series and Number of the series [in brackets], Complete http link (only if available online free).

Examples

Archibugi, Daniele (2008), *The Global Commonwealth of Citizens. Toward Cosmopolitan Democracy*, Princeton, Princeton University Press

Herd, Graeme P., ed. (2010), *Great Powers and Strategic Stability in the 21st Century. Competing Visions of World Order*, London and New York, Routledge

Alcaro, Riccardo and Miguel Haubrich-Seco, eds. (2012), *Re-thinking Western Policies in Light of the Arab Uprisings*, Roma, Nuova Cultura (IAI Research Paper 4), <http://www.iai.it/en/node/1385>

Burchill, Scott et al. (2001), *Theories of International Relations*, 2nd edn, Basingstoke and New York, Palgrave

Chapters in Books

First author's surname, name + Publication Year [in brackets], Title of the chapter [in quotation marks], Editor's name and surname preceded by "in" and followed by "ed./eds.", *Title of the book* [in italic], Publication place, Publisher's name, Title of the series and Number of the series [in brackets], Inclusive page numbers, Complete http link (only if available online free).

Examples

Keohane, Robert O. (1993), "Institutional Theory and the Realist Challenge after the Cold War", in David A. Baldwin, ed., *Neorealism and Neoliberalism. The Contemporary Debate*, New York, Columbia University Press, p. 269-300

Mastanduno, Michael and Ethan B. Kapstein (1999), "Realism and State Strategies after the Cold War", in Ethan B. Kapstein and Michael Mastanduno, eds., *Unipolar Politics. Realism and State Strategies After the Cold War*, New York, Columbia University Press, p. 1-27

Heydemann, Steven (2012), "Embracing the Change, Accepting the Challenge? Western Response to the Arab Spring", in Riccardo Alcaro and Miguel Haubrich-Seco, eds., *Rethinking Western Policies in Light of the Arab Uprisings*, Roma, Nuova Cultura (IAI Research Paper 4), p. 21-29, <http://www.iai.it/en/node/1385>

Articles

First author's surname, name + Publication Year [in brackets], Title of the article [in quotation marks], *Title of the journal/newspaper* [in italic], Volume, Issue, Date [day month, in brackets], Inclusive page numbers, Complete http link (only if available online free).

Examples

Aspinwall, Mark (2009), "NAFTA-ization: Regionalisation and Domestic Political Adjustment in the North Atlantic Area", in *Journal of Common Market Studies*, Vol. 47, No. 1 (January), p. 1-24

Deudney, Daniel and G. John Ikenberry (2009), "The Myth of the Autocratic Revival. Why Liberal Democracy will Prevail", in *Foreign Affairs*, Vol. 88, No. 1 (January/February), p. 77-93

Woods, Ngaire (2010), "Global Governance after the Financial Crisis: A New Multilateralism or the Last Gasp of the Great Powers?", in *Global Policy*, Vol. 1, No 1 (January), p. 51-63, <http://dx.doi.org/10.1111/j.1758-5899.2009.0013.x>

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

Papers in a series

See previous information given for **Articles**.

Examples

Grevi, Giovanni (2009), “The Interpolar World. A New Scenario”, in *EUISS Occasional Papers*, No. 79 (June), <http://www.iss.europa.eu/publications/detail/article/the-interpolar-world-a-new-scenario>

Emerson, Michael (2012), “Do the BRICS make a bloc?”, in *CEPS Commentaries*, 30 April, <http://www.ceps.eu/node/6872>

Pawlak, Patryk, ed. (2011), “The EU-US Security and Justice Agenda in Action”, in *Chaillot Papers*, No. 127 (December), <http://www.iss.europa.eu/publications/detail/article/the-eu-us-security-and-justice-agenda-in-action>

Wetzling, Thorsten (2011), “What role for what rule of law in EU-US counterterrorism cooperation?”, in Patryk Pawlak, ed., “The EU-US Security and Justice Agenda in Action”, in *Chaillot Papers*, No. 127 (December), p. 29-40, <http://www.iss.europa.eu/publications/detail/article/the-eu-us-security-and-justice-agenda-in-action>

Note: **Papers** may also be cited as **Books**.

Examples

Pawlak, Patryk, ed. (2011), *The EU-US Security and Justice Agenda in Action*, Paris, EU Institute for Security Studies (Chaillot Paper 127), <http://www.iss.europa.eu/publications/detail/article/the-eu-us-security-and-justice-agenda-in-action>

Chicago Council on Global Affairs (2010), *Constrained Internationalism: Adapting to New Realities. Results of a 2010 National Survey of American Public Opinion*, Chicago, <http://www.thechicagocouncil.org/publication/constrained-internationalism-adapting-new-realities>

Wetzling, Thorsten (2011), “What role for what rule of law in EU-US counterterrorism cooperation?”, in Patryk Pawlak, ed., *The EU-US Security and Justice Agenda in Action*, Paris, EU Institute for Security Studies (Chaillot Paper 127), p. 29-40, <http://www.iss.europa.eu/publications/detail/article/the-eu-us-security-and-justice-agenda-in-action>

Note: If the institution is both the publisher and the author, the second time that it is reported in a reference it can be omitted.

Official documents

Institution-author’s name, *Title* [in italic], Code of the document [in brackets], Place of the meeting [if any], Date - day month - of the meeting or of the document, Complete http link.

Examples

UN General Assembly (2011), *Participation of the European Union in the work of the United Nations* (A/RES/65/276), 3 May, <http://undocs.org/A/RES/65/276>

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

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.

Alphabetical order according to author/s and date

Tocci, Nathalie (2008), "Who is a Normative Foreign Policy Actor? The European Union and its Global Partners", in *CEPS Paperbacks*, May, <http://www.ceps.eu/node/1490>

Tocci, Nathalie, ed. (2011a), *The European Union, Civil Society and Conflict*, London and New York, Routledge

Tocci, Nathalie (2011b), *Turkey's European Future. Behind the Scenes of America's Influence on EU-Turkey Relations*, New York and London, New York University Press

Tocci, Nathalie and Riccardo Alcaro (2012), "Three Scenarios for the Future of the Transatlantic Relationship", in *Transworld Working Papers*, No. 5 (September), <http://www.transworld-fp7.eu/?p=669>

Tocci, Nathalie and Raffaele Marchetti, eds. (2011), *Civil Society, Conflict and the Politicisation of Human Rights*, Tokyo, United Nations University Press