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**


**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**


**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**


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


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


Papers in a series

See previous information given for Articles.

Examples


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

**Examples**


**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**


**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**


