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# Guidelines for Contributors

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## Scope

*International Organization* seeks to publish the best and most innovative scholarly manuscripts available on international political and economic relations. A study that does not emphasize any international (or cross-border) phenomenon—for example, as a major cause or effect—falls outside the journal's domain. Additionally, *IO* features articles that contribute in some way to the improvement of general knowledge or empirical theory defined broadly. Although we may publish a manuscript designed to propose a solution to a current world problem, we prefer to publish those that also apply theoretical ideas and findings or address general questions debated in scholarly publications.

The editorial team sends submissions, except letters to the editor, to reviewers for comment before making a decision to publish.

## Originality

*IO* does not evaluate works already published elsewhere or currently under review by another publisher. Our guideline is that a manuscript is clearly not original enough if as much as half of the ideas or evidence has been published elsewhere first. If a question of overlap arises, at the time of submission please send a copy of the earlier work and ask the editor for a determination. As a partial exception, a study that is promised to a future edited volume can normally be published by *IO* if the volume will appear at least six months after the article's publication in *IO* and the author has arranged for the *IO* editor's agreement at the time of submission.

## Length

*IO* will not review a manuscript containing more than 14,000 words, including notes and references. Please provide a word count, which most word processors

will compute, on the title page. *IO* also publishes occasional review essays, research notes, letters, and dissents directed at previous articles. Dissents should be no longer than 5,000 words.

## Procedure

Please submit two electronic copies of your manuscript to the Managing Editor at [io@wcfia.harvard.edu](mailto:io@wcfia.harvard.edu). The electronic files may be submitted in Microsoft Word format, Word Perfect or PDF. One copy should be “clean,” as described below, and one should include title page/acknowledgements. Authors who find submitting a manuscript in this electronic format a hardship should send a hard copy and a floppy disk containing two copies of their article as per above. Please send hard copy submissions to the following address: *International Organization*, Weatherhead Center for International Affairs, Harvard University, 1033 Massachusetts Avenue, Cambridge, MA 02138. Submissions must consist of the following six parts in this order:

1. A short abstract of no more than 150 words, beginning with the title of the manuscript and omitting your name. The abstract should succinctly express only the manuscript’s most central points, using the active voice and avoiding the passive voice and third-person descriptions of the manuscript’s contents.
2. A statement of your current institutional affiliation and contact information. Please include your address, telephone and fax numbers, and e-mail address.
3. A title page consisting of the manuscript’s title, your name, and a word count. Remember to include notes and references in your count.
4. Acknowledgments page, if any.
5. Body of the text.
6. A list of sources cited, in alphabetical order.

If sending a disk, please label with your name and address. Disks will not be returned.

## Manuscript Preparation

Manuscripts submitted to *IO* must conform to the following guidelines:

1. Omit self-references after the title page. Your identity should not be revealed explicitly or implicitly on any page except the title page; for example, showing five of your writings in the reference list will be a potent clue to most reviewers. We recommend citing these sources simply as “author” in the footnotes and omitting them from the reference list. If fuller information might bear significantly on the manuscript’s acceptability, mention such information in a cover letter to the editor. The name you assign to your electronic file should not reveal your identity.

2. Double-space the text, allow margins of at least one inch on all sides, and use a font no smaller than twelve points.
3. Place each table and figure on a separate page, and insert each page into the text immediately following the first reference to the specific table or figure.
4. Number the pages consecutively.
5. Provide a single-sided copy of the manuscript.

If your manuscript is accepted for publication, we will provide further guidance regarding how to prepare it for copyediting.

## Diction

Offer your readers vigorous, concise prose in the active voice. Choose vivid verbs and expressions that clearly communicate your meaning. Avoid using academic, “insider” jargon that does not appear in *Webster’s Collegiate Dictionary*, Tenth Edition. Use the full name of a person, organization, program, or agency when mentioning it for the first time in your manuscript, and provide titles and explanatory phrases when appropriate. To enhance accessibility, avoid overusing abbreviations, initialisms, and acronyms. Use gender-neutral language whenever possible. Double-check the spelling of non-English words, and include special characters such as accents and umlauts.

## Economy

Weak and extraneous prose detract from the strength of your argument. Scrutinize your draft for potential deletions, such as expressions, sentences, and paragraphs whose absence would not harm the argument or would help it to stand out more prominently. Prime candidates are complex constructions where simpler phrasing would do, distractions from the main line of argument, and excessive repetition. Rare is the manuscript that cannot be improved with tightening. The following classics offer much concrete advice: *On Writing Well* by William Zinsser, *The Elements of Style* by William Strunk and E. B. White, and *The Careful Writer* by Theodore M. Bernstein.

## Citing Sources

The reference list should contain the complete facts of publication or availability for each source cited, using the formats shown in the following examples. Include only those sources specifically cited in the text. Provide first names, rather than initials, of authors when available. For article and book titles, use the “up” style of capitalization and do not use quotation marks. In the reference list, show sources in alphabetical order by the first author’s surname; list multiple works by the same author in chronological order with earliest dates first. In the manuscript’s body cite sources in footnotes using an abbreviated author/date form (for example,

Beck 2000) that refers to a corresponding entry in the reference list. Add specific page numbers in the footnote when quoting from or referring to a particular passage. The footnote may include a *brief* comment that helps the reader understand the source's value or viewpoint. Please use the following formats:

BOOK: Lister, Susan A., and Nancy Lombardi. 1996. *Theory of Complex Systems*. Reading, Mass.: Addison-Wesley. FOOTNOTE: Lister and Lombardi 1996, 52.

EDITED COLLECTION: Ries, Christine, and Richard J. Sweeney, eds. Forthcoming. *Capital Controls in Emerging Market Economies*. Boulder, Colo.: Westview Press. FOOTNOTE: Ries and Sweeney forthcoming.

CHAPTER IN MULTIAUTHOR COLLECTION: Please note that *IO* style includes the title of the collection, the editor(s) full names, and the page range for the chapter cited; the footnote may contain the specific pages cited: Grieco, Joseph. 1993. Anarchy and the Limits of Cooperation. In *Neorealism and New Liberalism: The Contemporary Debate*, edited by David Baldwin, 116–42. New York: Columbia University Press. FOOTNOTE: Grieco 1993, 119.

JOURNAL ARTICLE: Note that *IO* style includes the issue number. Wendt, Alexander. 1987. The Agent-Structure Problem in International Relations Theory. *International Organization* 41 (3):335–70. FOOTNOTE: Wendt 1987, 342–43.

WORKING PAPER: Elliot, Jean K. 1994. Why the European Community Strengthens the State. Working Paper 52. Cambridge, Mass.: Center for European Studies, Harvard University.

PAPER PRESENTED AT A MEETING: Note that *IO* style includes an ordinal number for meeting year: Kilroy, Bernadette. 1995. Member-state Control of Judicial Independence. Paper presented at the 97th Annual Meeting of the American Political Science Association, August, San Diego, Calif.

GOVERNMENT DOCUMENT: U.S. Senate. 1984. Committee on Foreign Relations. *Chemical Warfare: Arms Control and Nonproliferation. Joint Hearings Before the Committee on Foreign Relations and the Subcommittee on Energy, Nuclear Proliferation, and Government Processes*. 98th Cong., 2d sess., 28 June. FOOTNOTE: U.S. Senate 1984.

NEWSPAPER OR MAGAZINE ARTICLE: No entry in the reference list is needed; instead, include relevant information in a footnote: *Los Angeles Times*, 3 May 1993, A1. Article titles and authors are omitted except when including them would enhance understanding of points made in the text or the source.

PUBLICATION DISTRIBUTED ELECTRONICALLY: In addition to the usual information, please list the service name, the name of the vendor or Web site providing the service, the URL if material was accessed on the Internet, date material was accessed, and any identifying numbers. Fischer, Joschka. 1998a. Rede aus Anlass der Übernahme der Amtsgeschäfte, Bonn (28 October). Available from <[http://www.auswaertiges-amt.de/6\\_archiv/2/r/R981028b.htm](http://www.auswaertiges-amt.de/6_archiv/2/r/R981028b.htm)>. Accessed 15 December 1998. FOOTNOTE: Fischer 1998a.

UNPUBLISHED INTERVIEW: No entry in the reference list is needed; instead, include relevant information in a footnote: Author's interview with James Murphy, Washington, D.C., July 1990. If the interviewee was promised anonymity,

describe the informant as precisely as possible—for example, as a member of a category of individuals—without identifying the person.

UNPUBLISHED MANUSCRIPT: Mastanduno, Michael. 1996. *Security Engagement and Economic Competition: Realism and U.S. Strategy After the Cold War*. Unpublished manuscript, Dartmouth College, Hanover, N.H.

PH.D. DISSERTATION: Halimi, Serge. 1990. *Sisyphus Is Tired: The French Left and the Exercise of Power, 1924–86*. Ph.D. diss., University of California, Berkeley.

For questions of style not answered here, please refer to *The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Press, 1993), or contact the editorial office of *IO*.

## Data Sets

*International Organization* does not require preparation or archiving of replication data sets for data used in its published articles, although we strongly encourage authors to do so, especially if their data are not already available. Replication data sets include all information (such as computer program options, recoding procedures, and other steps taken in the analysis) and data necessary to replicate, or build on, your published article.

*International Organization* is not responsible for archiving data sets or maintaining Web sites where such data may be archived. Authors may archive their data sets with the Publication-Related Archive of the Inter-University Consortium for Political and Social Research (ICPSR) or make them available on their own Web sites. If your data are available through ICPSR, mention this either in your acknowledgements or in a separate note, and provide the details in the reference list; this applies as well to data sets archived elsewhere. For other archives, please provide appropriate information (especially the URL). We will not report your data as being archived unless this can be verified on the Web site or in information provided by the archive.

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