

Publication format

Work must be original and not published or accepted for publication elsewhere, including publication in a language other than English. Authors are responsible for primary editing in the style given here.

The version of the text supplied for publication should be complete and should incorporate all necessary references, captions for tables, figures, etc. Papers including any special characters or accents must be accompanied by a print-out so that we can check for errors which may result from conversion processes. These characters should be clearly marked on the print-out. The authors are encouraged to use the symbol fonts available in standard MS Word (2007 and later). The authors are discouraged to use pictures, photos or colours where unnecessary.

- ⇒ margins 2.5 cm on each side,
- ⇒ 1.5 spaced justified lines,
- ⇒ title: Times New Roman 13, bold,
- ⇒ author's name: Times New Roman 13, normal, small caps,
- ⇒ institution: Times New Roman 11, normal,
- ⇒ summary (approximately 250 words): Times New Roman 12, normal,
- ⇒ key words (about 5): Times New Roman 12, normal,
- ⇒ one bare line and then the text itself written in Times New Roman 12, normal characters,
- ⇒ the paper should be between 10 to 16 pages long (**not less** than 20000 characters, with footnotes, bibliography etc),
- ⇒ no automatic paragraph or list numbering,
- ⇒ do not change fonts or font size in mid-text,
- ⇒ do not use the space bar to achieve indents or spacing within the line; use the tab key,
- ⇒ do not use bold or underlining, unless part of the original text,
- ⇒ automatic footnoting in Word must be used,
- ⇒ single words or phrases in languages other than English should be italicized,
- ⇒ use in-text citation, **NOT** footnotes: (Smith, 1999: 27),
- ⇒ use double quotation marks; for a quotation within a quotation use single quotation marks. A full stop should precede the quotation mark only when the quotation is a complete sentence, or ends with a complete sentence. All verse quotations, and prose quotations longer than thirty words, are indented without quotation marks. Any verse or prose quotations given in the original language other than English must be accompanied by an English translation in a footnote.

Bibliography according to the following style:

- books: Name, A. 1997. *A Book*. Place: Publisher.
- articles: Name, A. 1997. "An Article" in A. Black (ed.) *A Book*. Place: Publisher, 123-134.
- articles: Name, A. 1997. "An Article" in *A Magazine*. 27 (5): 21-25.

Online publications

Name, A. 2004. 'A paper', Paper presented at the annual meeting of the *International Studies Association*, Le Centre Sheraton Hotel, Montreal, Quebec, Canada, 17th March 2004. Available at: <http://www.allacademic.com/meta/p72489index.html>. [Accessed: 15th Feb. 2010].

Electronic sources

Oxford English Dictionary, www.oed.com.

Multiple authors

Brown, J., Fischer, S. H., and Hogarth, D. (1997). ...