



GUIDELINES FOR IBEI WORKING PAPERS SERIES

PUBLICATION GUIDELINES AND STYLE SHEET

1- Overview

The main objective of the IBEI Working Papers series is to disseminate academic papers that represent work-in-progress, such as reviews of literature, draft conference papers, draft seminar papers and draft articles. This series is intended to provide an early and relatively fast means of publication prior to further development of the work.

The Barcelona Institute of International Studies (IBEI) supports research in all fields of international political economy, international relations, international security, foreign policy and comparative politics.

IBEI accepts manuscripts for consideration only from its members (faculty, fellows, visitors) or invited scholars, especially those who come from any of the universities that form part of the IBEI Consortium.

2- Pre-publication status

The researcher must guarantee to IBEI that the he/she is the sole author of the work; that the work is original and that the work is expected to be for first publication. Previously published articles are not accepted in the series.

Articles should not be simultaneously submitted to other Working Papers series, or similar publications. However, authors may submit their article simultaneously either to peer-reviewed journals or as a chapter in an edited book, provided that publication priority is granted to the IBEI series.

It is the researcher's responsibility to obtain permission for all copyrighted illustrations, by writing to the publisher of the book in which the quoted material appears. This includes photographs, figures and maps. The IBEI declines any responsibilities for researcher's failure to comply with this obligation.

3- Language

The working language of the IBEI series (recommended and preferred) is English. However, the IBEI can accept submissions for consideration in other languages. Eventually, the IBEI will take care of translation and language revision.



4- Submission Guidelines and Typescript

The researcher will deliver the work in accordance with the IBEI Working Paper Guidelines. Works must include an abstract of 300 words maximum and five to ten keywords.

Authors must submit a printed copy of their paper and an electronic copy by e-mail to the editor, preferably in Word (.doc) file format.

5- Review Process

All works submitted will be anonymously and confidentially peer-reviewed. The work can be accepted, rejected or returned to the author with recommendations and revisions, both in terms of content and style. The review process should not take more than 4 weeks.

6- Copyright and Reserved Rights

The copyright of the work will be in the name of the researcher. Formal errors and opinions expressed in the paper are the responsibility of the authors.

Authors accept that the IBEI reserves the right to publish and distribute their article and specifically as an online publication (.pdf file).

7- Publication

The IBEI will publish the work as a part of the IBEI Working Papers series under an assigned ISSN number. All papers will be published in pdf format on the internet, and will be downloadable free of charge from the IBEI website. There will also be a limited edition available in hard copy.

The IBEI will give 10 copies of the work to the researcher, who can also order further copies for personal use at a discount from the retail price.

The IBEI may use the researcher's name and biographical information in connection with the advertising and promotion of the work.

For any comment, suggestion or question on these guidelines, please do not hesitate to contact us.



GUIDELINES FOR THE IBEI WORKING PAPERS SERIES

PUBLICATION GUIDELINES AND STYLE SHEET

Typescript

- A4 format (21 x 29.7 cm).
- Margins: top, bottom, left and right, 2.5 cm; header and footer, 1.7 cm.
- Font: Times New Roman, 11 points (Body Text); Times New Roman, 9 points (Endnotes).
- Text Alignment: justified without indentation or hyphenation.
- Line spacing: 1.5 line spacing; paragraphs should be separated by a carriage return.
- Foot/Endnotes: should be numbered consecutively in the text with Arabic numerals.
- Page Numbering: should commence on the introduction page (cover unnumbered) starting at 1. Page numbers should be centred at the bottom of the page.

Paper Structure

- Title page: informative first page cover with title of paper and subtitle (if it has any); author or authors' name(s); institutional affiliation; contact details (such as permanent address, e-mail, personal web page, telephone/fax numbers).
- Abstract: required for all submissions and should be no longer than 300 words. The abstract has to summarize the purpose of the paper, the methodology, the theoretical framework, main findings and results/conclusions.
- Keywords: a list of five to ten keywords must be provided at the end of the abstract.



Section Headings

Use the level heading system shown below. A maximum of three level headings is recommended.

- 1st level: Left aligned, font bold, 12 points and all caps. This level should be numbered in Arabic numerals (1, 2, 3, etc). **1. FIRST LEVEL EXAMPLE**
- 2nd level: Left aligned, font bold, 11 points and with a capital letter starting every new word. This level should be numbered with the double numeration system (1.1, 1.2, 1.3, etc.). **1.1 Second Level Example**
- 3rd level: Left aligned, font italics (not bold), 11 points and with a capital letter starting every new word. This level should be numbered with letters [a), b), c), etc.]. *a) Third Level Example*

Tables and Figures

Tables and figures must be inserted in their place in the text. According to the section headings, they should be numbered in Arabic numerals (1.1, 1.2, 2.1, 2.2, etc). Position table/figure numbers and headings above the table/figure. Also, position source information and notes below the table.

Use black and white since coloured items will only be accepted if they are readable when printed in black and white.

References

The Chicago Manual of Style is the preferred and recommended model for the bibliographic format of references. Full references should be cited in a bibliography list at the end of the text.



List the references in alphabetical order. When there are different citations for the same author, list them in chronological order. Likewise add a letter when there are two or more publications for the same author and the same year (1994a, 1994b, 1994c).

Follow the same bibliographical style throughout the list and make sure that all relevant and important information is mentioned as well.

A book by a single author

Author. Year. *Book Title*. Place: Publisher.

Bull, Hedley. 1977. *The Anarchical Society*. New York: Columbia University Press.

A book by two or three authors

First author, second author, and third author. Year. *Title*. Place: Publisher.

Coulombis, T.A. and J. Wolfe. 1996. *Introduction to International Relations. Power and Justice*. Englewood Cliffs, N.J.: Prentice Hall, 5th ed.

For second, third and other authors, place their first name before their last name.

Chapter from a book

Author. Year. Part of book being cited. In edited by Name. *Title of Work*, pages, Place: Publisher, Year.

Kegley, C.W and G.A. Raymond. 1995. Great-Power Relations: Paths to Peace in the Twenty First Century. In C. W. Kegley y E.R. Wittkopf. *The global agenda. Issues and perspectives*, pp.154-169. New York: McGraw-Hill.

Article from journal

Author. Year. Article Title. *Journal title*, Volume (Issue): Pages

Giardina, A. 2001. The International Recognition and Enforcement of Arbitral Awards in the Country of Origin. *Rivista de Diritto internazionale privato e processuale* 18 (2): 265-278.



Newspaper article

Author. Year. Article Title. *Newspaper title*, Date, Pages-Section

Kelley, Kitty. 2005. Bush's Veil Over History. *The New York Times*, 10 de octubre, 15

Newspaper article – no author

Newspaper title. Year. Article Title., Date, Pages-Section

Le Monde. 2005. Séisme au Pakistan : le bilan dépasse 30 000 morts, les sinistrés reçoivent aide et secours. 10 de octobre, International.

Website

Author. Year. Title of work. Institution. Paper Series Collection. Website (accessed date)

Suzuki, Hideyuki. 2005. Distributor's Margins and GDP. Economic and Social Research Institute, Government of Japan. ESRI Discussion Paper 131. http://www.esri.go.jp/en/archive/e_dis/abstract/e_dis131-e.html (accessed date: October 5, 2005).

Article from an e-journal collection

Author. Year. Article Title. *Journal title*, Volume (Issue): Pages. Website

Miguel, Edward. 2004. Tribe or Nation? Nation Building and Public Goods in Kenya versus Tanzania. *World Politics*, 56 (3): 327-362. http://muse.jhu.edu/journals/world_politics/v056/56.3miguel.html.