

Instructions for Authors & Citation Guidelines

Basic instructions

The aim of this style sheet is to summarize the formal criteria for an article in IFIR Focus. To offer the reader a uniform appearance of the journal, it is essential to respect the following guidelines. Further on, by using this style sheet, potential authors gain practice in applying specific formal criteria, which is indispensable if a paper is submitted to a professional journal.

A fundamental prerequisite for each submitted article is that it was worked out independently and that the content refers to the discipline of International Relations. Papers that neither respect the formal criteria of this style sheet, nor represent the author's own and independent work cannot be accepted.

Formal requirements

Written articles should be submitted by e-mail to any IFIR team member in Microsoft Word format and include the following components:

- name of the author
- title and subtitle of the article
- a short abstract
- exact bibliographical references and list of sources
- further readings and sources to the topic
- 2-4 pull-out-quotes (striking statements in the text – no direct citations!!!)
- images, graphics etc. in the annex of the document

Formatting

Continuous text: **Arial; 11pt; line spacing 1.5; justification**

Headings should only be used for a better clearness of the text. They are not numbered, but marked. Moreover, headings should only be used in important cases when they seem to be necessary.

The length of the article depends on the topic and the textual focus. 2,000 words can be regarded as reference value.

Citation style

Each article in IFIR's journal is expected to be footnoted. At the end of the document there has to be the bibliography listing all used sources. Please notice the different styles of quotation between footnotes and bibliographical references!

The following citation type is based on "*The Chicago manual of style*. 15th edition. Chicago: Chicago University Press, 2003." More detailed information and further citation styles can be found there.

When using indirect citations (paraphrases) in the footnotes, it has been distinguished – for papers written in German – between "Vgl." (for comparative citations) and "siehe" (for indicative citations). These abbreviations clearly differentiate indirect citations from direct ones in the footnotes. For English written texts please use the term "see" and for articles in French "voir" to denote paraphrases.

FN = reference in a footnote

BG = reference in the bibliography

Monograph

FN First name Surname, *Title: Subtitle* (Place of publication: Publisher, Year of publication), cited page(s).

Kenneth Waltz, *Theory of International Politics* (Boston: McGraw Hill, 1979), 7.

BG Surname, First name. *Title: Subtitle*. Place of publication: Publisher, Year of publication.

Waltz, Kenneth. *Theory of International Politics*. Boston: McGraw Hill, 1979.

Electronic books

Books in electronic form have to be cited in the same way as monographs, omnibus volumes etc. Additionally the exact URL and the date at which the document was requested have to be stated. Concerning the URL please pay attention that the whole path of the file is indicated.¹

FN John L. Clarke, *What Roles and Missions for Europe's Military and Security Forces in the 21st Century? Marshall Center Papers 7* (Garmisch-Partenkirchen: The George C. Marshall Center for European Security Studies, 2005),
<http://www.marshallcenter.org/site-graphic/lang-de/page-pubs-index->

¹ At websites with frames the URL does not change in the address bar. For this reason the exact URL of the document should be found out by clicking on the right mouse button (attributions).

1/static/xdocs/coll/static/mcpapers/mc-paper_7-en.pdf (Abrufdatum: 06. Juli 2006), 12.

- BG Clarke, John L. *What Roles and Missions for Europe's Military and Security Forces in the 21st Century? Marshall Center Papers 7*. Garmisch-Partenkirchen: The George C. Marshall Center for European Security Studies, 2005.
http://www.marshallcenter.org/site-graphic/lang-de/page-pubs-index-1/static/xdocs/coll/static/mcpapers/mc-paper_7-en.pdf (Abrufdatum: 06. Juli 2006).

Essay in an anthology

- FN First name Surname, "Title of the essay: Subtitle," in *Title of the anthology*, ed. by [hrsg. von in German] First nameEditor SurnameEditor (Place of publication: Publisher, Year of publication), cited page(s).

Oliver Thränert, „Auf dem Weg zur Bombe? Die Nuklearpolitik des Iran,“ in *Jahrbuch für internationale Sicherheitspolitik 2004*, hrsg. von Erich Reiter (Hamburg: E.S. Mittler & Sohn, 2004), 525-527.

- BG Surname, First name. "Title of the essay: Subtitle." In *Title of the anthology*, ed. by [hrsg. von in German] First nameEditor SurnameEditor, page(s). Place of publication: Publisher, Year of publication.

Thränert, Oliver. „Auf dem Weg zur Bombe? Die Nuklearpolitik des Iran.“ In *Jahrbuch für internationale Sicherheitspolitik 2004*, hrsg. von Erich Reiter, 523-537. Hamburg: E.S. Mittler & Sohn, 2004.

Article in a journal

- FN First name Surname, "Title: Subtitle," *Journal* Volume, Nr. Number (Year): cited page(s).

Michael Barnett, "Building a Republican Peace: Stabilizing States after War," *International Security* 30, Nr. 4 (Spring 2006): 89.

- BG Surname, First name. "Title: Subtitle." *Journal* Volume, Nr. Number (Year): pages.

Barnett, Michael. "Building a Republican Peace: Stabilizing States after War." *International Security* 30, Nr. 4 (Spring 2006): 87-112.

Article in an electronic journal

Articles in electronic journals have to be cited in the same way as the ones in journals. Additionally the exact URL and the date at which the document was requested have to be stated.

FN First name Surname, "Title: Subtitle," *Journal* Volume, Nr. Number (Year): cited page(s), URL (Date of request: Date).

John S. Parks, "Inside Multilateralism: The Six-Party Talks," *The Washington Quarterly* 28, Nr. 4 (Autumn 2005): 78,
http://www.twq.com/05autumn/docs/05autumn_park.pdf (Date of request: July, 6 2006).

BG Surname, First name. "Title: Subtitle." *Journal* Volume, Nr. Number (Year): pages. URL (Date of request: Date).

Parks, John S. "Inside Multilateralism: The Six-Party-Talks." *The Washington Quarterly* 28, Nr. 4 (Autumn 2005): 75-91.
http://www.twq.com/05autumn/docs/05autumn_park.pdf (Date of request: July 6, 2006).

Article in a magazine

FN First name Surname, "Title: Subtitle," *Magazine*, Date of publication, cited page(s).

Walter Mayer und Christian Neef, „Die neue, alte Großmacht," *Der Spiegel*, 10.07.2006, 93.

BG Surname, First name. "Title: Subtitle." *Magazine*. Date of publication: pages.

Mayer, Walter und Christian Neef. „Die neue, alte Großmacht." *Der Spiegel*. 10.07.2006: 84-97.

For articles in electronic magazines, the URL and the date of request have to be indicated in a similar way to the articles in electronic journals.

Article in a newspaper

FN First name Surname, "Title: Subtitle," *Newspaper*, Date of publication, cited page(s).

Beat U. Wieser, „Nordkorea stichelt wieder,“ *Neue Zürcher Zeitung*, 6. Juli 2006, 3.

BG Surname, First name. "Title: Subtitle." *Newspaper*, Date of publication: page(s).

Wieser, Beat U. „Nordkorea stichelt wieder.“ *Neue Zürcher Zeitung*, 6. Juli 2006, 3.

Reviews

FN First name Surname, "Title of the review," Review of *Title of the publication*, by First nameAuthor of publication SurnameAuthor of publication, *Journal* Volume, Nr. Number (Year): page(s).

Henning Schröder, „Die Ära Putin: Macht und Ohnmacht, Neue Studien zur russischen Außen- und Innenpolitik,“ Rezension von *Russlands Rückkehr: Außenpolitik unter Vladimir Putin*, von Gerhard Mangott et al., *Internationale Politik* 61, Nr. 7 (2006): 128.

BG Surname, First name. "Title of the review." Review of *Title of the publication*, by First nameAuthor of publication SurnameAuthor of publication. *Journal* Volume, Nr. Number (Year): pages.

Schröder, Henning. „Die Ära Putin: Macht und Ohnmacht, Neue Studien zur russischen Außen- und Innenpolitik.“ Rezension von *Russlands Rückkehr: Außenpolitik unter Vladimir Putin*, von Gerhard Mangott, Dmitrij Trenin, Martin Senn und Heinz Timmermann. *Internationale Politik* 61, Nr. 7 (2006): 128-129.

Ad authors

No author

If there is no author stated, it suffices to mention only the title of the publication. Instead of the author it is also possible to indicate the editor.

BG "Iran's nuclear programme." *Strategic Comments* 12, no. 1 (February 2006).

Two or three authors

FN First name1 Surname1, First name2 Surname2 and First name3 Surname3...

Barry Buzan, Ole Wæver and Jaap de Wilde, *Security: A new framework for analysis* (Boulder: Lynne Rienner Publishers, 1998), 75.

BG Surname1, First name1, First name2 Surname2 and First name3 Surname 3...

Buzan, Barry, Ole Wæver and Jaap de Wilde. *Security: A new framework for analysis*. Boulder: Lynne Rienner Publishers, 1998.

More than three authors

FN First name1 Surname1 et al.

Peter Filzmaier et al., *Internationale Politik: Eine Einführung* (Wien: WUV, 2006), 7.

BG all names are indicated

Filzmaier, Peter, Leonore Gewessler, Otmar Höll und Gerhard Mangott. *Internationale Politik: Eine Einführung*. Wien: WUV, 2006.

Ad title

Title and subtitle are separated by a colon (:). Any further subtitle has to be separated from the first subtitle by a semicolon (;). But is the second subtitle an annual detail, this second subtitle has to be separated from the first one by a comma (,).

If the title ends with an interrogation or exclamation mark, no further punctuation mark is required.

Ad edition

The number of the edition has to be cited starting with the second edition. Never cite "1st edition"!

FN Stephan Hobe und Otto Kimminich, *Einführung in das Völkerrecht*, 8. Aufl. [8th edition.] (Tübingen: A. Francke, 2004), 97.

BG Hobe, Stephan und Otto Kimminich. *Einführung in das Völkerrecht*. 8. Aufl. [8th edition.] Tübingen: A. Francke, 2004.

Serials

The title of the serial follows after a comma (FN) or a point (BG) the title/subtitle of the book.

- FN** Gerhard Mangott et al., Hrsg., *Russlands Rückkehr: Außenpolitik unter Vladimir Putin, Wiener Schriften zur Internationalen Politik 7* (Baden-Baden: Nomos, 2005), 154.
- BG** Mangott, Gerhard, Dmitrij Trenin, Martin Senn und Heinz Timmermann, Hrsg. *Russlands Rückkehr: Außenpolitik unter Vladimir Putin. Wiener Schriften zur Internationalen Politik 7*. Baden-Baden: Nomos, 2005.

Ad place of publication

No matter how many places of publication are indicated, only the first one mentioned should be stated. If no place of publication can be found, this has to be denoted by "o.O." (ohne Ort; for German articles only).

Ad cited pages

The reference to more than one page should not be indicated by e.g. "7ff", but by the exact specification of the pages referred to (e.g. 7-12).

Ad short reference

Was a publication already cited, it suffices to use a so-called short reference in the footnote.

- FN** Henning Schröder, „Die Ära Putin: Macht und Ohnmacht, Neue Studien zur russischen Außen- und Innenpolitik,“ Rezension von *Russlands Rückkehr: Außenpolitik unter Vladimir Putin*, von Gerhard Mangott et al., *Internationale Politik* 61, Nr. 7 (2006): 128.

short ref. Schröder, „Die Ära Putin: Macht und Ohnmacht,“ 129.