

Notes for Contributors



St Antony's
International
Review

The Editors of *St Antony's International Review* (*STAIR*) welcome submission of material for consideration as a main article adhering to the designated theme of one of our advertised issues. *STAIR* is a peer-reviewed journal, and contributors should allow time for the process of reviewing to take place. The length required for main articles should not exceed six thousand (6,000) words and contain original, previously unpublished materials. It is the author's responsibility to provide the Editors with an accurate total word count.

Prospective authors should submit their manuscripts by electronic mail (info@stair-journal.org).

The house style of *STAIR* is outlined below:

Citing sources

STAIR aims to provide an accessible forum for critical discussion, appealing to a wide audience of established scholars, practitioners, and graduate students. With this in mind, *STAIR* stipulates that footnotes should be kept to a minimum. Where the author wishes to provide a reference, this should be signalled serially by superscript numerals and noted at the bottom of that page. References should give full bibliographical details, including place of publication and publisher, at first mention.

Prospective authors should follow the guidelines for the 'humanities style' set out in *The Chicago Manual of Style*, 15th Edition (Chicago: University of Chicago Press, 2003); in addition, references to chapters from a book and to journal articles should include the beginning and ending page numbers at first mention (see below). References should be typed in the form of the following examples:

1. Book (one author):

- First footnote: Richard Rhodes, *Dark Sun: The Making of the Hydrogen Bomb* (New York: Touchstone, 1996), 99.
- Next footnote: Rhodes, *Dark Sun*, 102.

2. Book (more than one author):

- First footnote: Michael Trebilcock and Robert Howse, *The Regulation of International Trade*, 3rd ed. (London: Routledge, 2005), 34.
- Next footnote: Trebilcock and Howse, *Regulation*, 180.

3. Chapter from a book:

- First footnote: Yuen Foong Khong, "The United States and East Asia: Challenges to the Balance of Power," in *Explaining International Relations Since 1945*, ed. Ngaire Woods (Oxford: Oxford University Press, 1996), 179–98, 189.
- Next footnote: Khong, "The United States and East Asia," 194.

4. Journal article:

- First footnote: Alexander Wendt, “Anarchy Is What States Make of It: The Social Construction of Power Politics,” *International Organization* 46, no. 2 (1992): 391–425, 399.
- Next footnote: Wendt, “Anarchy,” 415.

5. Newspaper or magazine article:

- First footnote: William Broad, “Hidden Travels of the Atomic Bomb,” *New York Times*, December 8, 2008.
- Next footnote: Broad, “Hidden Travels.”

6. Electronic reference:

- First footnote: United Nations High Commissioner for Refugees (UNHCR), “Statistics,” <http://www.unhcr.org/statistics.html> (accessed May 12, 2009).
- Next footnote: UNHCR, “Statistics.”

Manuscript preparation

Manuscripts submitted to the *Review* must conform to the following rules:

1. Include a short abstract of the article of no more than three hundred (300) words.
2. Double-space the text in 12-point Times New Roman font, except for quotes of five lines or more which should be indented on both sides and single-spaced in 10-point font.
3. Place any table or 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.

Diction

STAIR asks contributors to adhere to the following guidelines:

1. Offer your readers vigorous, concise prose in the active voice. Choose vivid verbs and expressions that clearly communicate your meaning. Avoid excessive use of ‘insider’ jargon. Use gender-neutral language.
2. We prefer spellings to conform to the 11th Edition Revised of the *Concise Oxford English Dictionary* (Oxford: Oxford University Press, 2008). Use -ize in preference to -ise as a verbal ending (e.g. realize, specialize). Note, however, several words correctly end in -ise (e.g. advertise, exercise); note also analyse (English spelling), *not* analyze (American). Elsewhere, wherever possible, indigenous spelling should be used, such as Milošević rather than Milosevic. Double-check the spelling of non-English words.
3. All acronyms or non-obvious abbreviations should be spelled out, then referred to in their abbreviated form from then onwards. For instance, United Nations Assistance Mission for Rwanda, thereafter UNAMIR. In general, abbreviations appear without periods, e.g., US, *not* U.S.
4. One space, not two, follows any mark of punctuation that ends a sentence, whether a period, a colon, a question mark, an exclamation point, or closing quotation marks.
5. Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction.

6. An “en dash” (–), *not* a hyphen (-), should be used to connect numbers, especially page numbers in footnotes. Amplifying or explanatory elements should be set off by an “em dash” (—), as in the second sentence of point five above.
7. In non-technical contexts, the following numbers are spelled out: whole numbers from one through one hundred, round numbers, and any number beginning a sentence. For other numbers, numerals are used.
8. All dates should be in the format of April 6, 1994.
9. For other style queries, please consult and adhere to the recommendations in *The Chicago Manual of Style*, 15th Edition.

Economy

Weak and extraneous prose detracts from the strengths 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 stand out more prominently. Rare is the manuscript that cannot be improved with tightening.

For prospective authors with any questions, please do not hesitate to contact *STAIR* at info@stair-journal.org.