Guidelines for Contributors

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 editors send every submission, except letters to the editor, to referees for comment before making a decision to publish.

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IO does not evaluate works already published elsewhere or under current 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 will have appeared in a book or elsewhere first. If a question of overlap arises, at the time of submission please send a copy of the earlier work and ask the editors 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 *IO* article and if the author has arranged for the *IO* editors' agreement at the time of submission.

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IO will not review a manuscript longer than 16,000 words, including notes and references. Please provide a word count, which most word processors will compute.

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IO also publishes occasional review essays, research notes, letters, and dissents directed at previous articles. Dissents should be shorter than 5,000 words.

Procedure

Please submit three paper copies of your manuscript plus one on 3.5″ disk to Lynne Bush, Managing Editor, *International Organization*, Graduate School of International Relations and Pacific Studies, University of California, 9500 Gilman Drive, San Diego, CA 92093-0519. 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 telephone and fax numbers and your e-mail address.
3. A title page, consisting of the manuscript's title, your name, and a word count which includes notes and references.
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5. Body of the text.
6. A list of sources cited, in alphabetical order.

Please label your disk with your name, address, and name of word-processing program. Microsoft Word files, any version, are preferred. WordPerfect users should save files as text or plain text. Disks will not be returned.

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Manuscripts submitted to IO must conform to the following guidelines:

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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. Ensure that all four copies are single-sided.

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Diction

Offer your readers vigorous, concise prose in the active voice. Choose vivid verbs and expressions that clearly communicate your meaning. Avoid academic 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. 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 damage 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 author-date form shown in the following examples. Provide first names (instead of initials) of authors when available. For titles of articles and books, use the "up" style of capitalization and do not use quotation marks. In the manuscript's body cite a published source in a footnote that shows the author's last name and the date, adding page numbers when quoting from or referring to a particular passage. The footnote may include a brief comment that helps the reader to understand the source's value or viewpoint. In the reference list show sources primarily in alphabetical order by the first author's surname and secondarily in chronological order with earliest dates first. Please use the following formats:

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EDITED COLLECTION: Ries, Christine, and Richard J. Sweeney, eds. Forthcoming. *Capital Controls in Emerging Market Economies.* Boulder, Colo.: Westview Press.
CHAPTER IN MULTIAUTHOR COLLECTION: 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.
JOURNAL ARTICLE: Please note that IO style includes the issue number. Wendt, Alex-

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ander. 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: 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.

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