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.

Originality

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.

Length

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.

International Organization 55, 1, Winter 2001, pp. 209–213
© 2001 by The IO Foundation and the Massachusetts Institute of Technology

https://doi.org/10.1017/S0020818300035943 Published online by Cambridge University Press

IO also publishes occasional review essays and research notes. These should be no longer than 10,000 words.

Dialogue IO

In addition to articles in the printed journal, IO also publishes comments directed at previous published articles on the IO web page at http://mitpress.mit.edu/IO. All comments are sent to referees for evaluation prior to mounting on the web. Each issue of the printed journal carries a notice of recent additions to the web page as well as a complete list of available comments. Comments should be approximately 5,000 words but may be longer if appropriate.

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 and must be included in all copies:

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 and your name. Provide a word count, remembering to include notes and references in your count.
4. Acknowledgments page, if any.
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. Disks will not be returned.

Manuscript Preparation

Manuscripts submitted to IO must conform to the following guidelines:

1. Omit self-references after the title page. Your identity should not be revealed explicitly or implicitly on any page except the title page. For example,

https://doi.org/10.1017/S0020818300035943 Published online by Cambridge University Press

showing five of your writings in the reference list will be a potent clue to most reviewers. We recommend citing them simply as "author" in the footnote and omitting them from the reference list. If fuller information might bear significantly on the manuscript's acceptability, mention such information in a cover letter to the editors.

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 three copies are single-sided.

If your manuscript is accepted for publication, we will provide further guidance regarding how to prepare it for copyediting.

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.

https://doi.org/10.1017/S0020818300035943 Published online by Cambridge University Press

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:

BOOK: Lister, Susan A., and Nancy Lombardi. 1996. *Theory of International Relations.* Reading, Mass.: Addison-Wesley. FOOTNOTE: Lister and Lombardi 1996, 52.

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, Alexander. 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.

NEWSPAPER OR MAGAZINE ARTICLE: No reference listing is needed. Include relevant information in a footnote: *Los Angeles Times*, 3 May 1993, A1. Author's names and article titles are omitted except when an author prefers to add them because they enhance understanding of points made in the text or the source.

PUBLICATION DISTRIBUTED ELECTRONICALLY: In addition to the usual information, please list the service name, the name of the vendor providing the service, date material was accessed, and any identifying numbers. Fischer, Joschka. 1998a. Rede aus Anlass der Übername der Amtsgeschäfte, Bonn (28 October). Available from <http://www.auswaertiges-amt.de/6_archiv/2/r/R981028b.htm>. Accessed 15 December 1998.

UNPUBLISHED INTERVIEW: No reference listing is needed; include relevant information only in a footnote: Author's interview with James Murphy, Washington, D.C.,

https://doi.org/10.1017/S0020818300035943 Published online by Cambridge University Press

July 1990. If the interviewee was promised anonymity, describe the informant as precisely as possible, for example, as a member of a category of individuals, without identifying the person.

UNPUBLISHED MANUSCRIPT: Mastanduno, Michael. 1996. Security Engagement and Economic Competition: Realism and U.S. Strategy After the Cold War. Unpublished manuscript, Dartmouth College, Hanover, N.H.

PH.D. DISSERTATION: Halimi, Serge. 1990. Sisyphus Is Tired: The French Left and the Exercise of Power, 1924–86. Ph.D. diss., University of California, Berkeley.

For questions of style not answered here, please refer to *The Chicago Manual of Style*, 14th ed. (Chicago: University of Chicago Press, 1993), or contact the editorial office of *IO*.

Data Sets

International Organization does not require preparation or archiving of replication data sets for data used in its published articles, although we strongly encourage authors to do so, especially if their data are not already available. Replication data sets include all information (such as computer program options, recoding procedures, and other steps taken in your analysis) and data necessary to replicate, or build on, your published article.

Authors may archive their data sets with the Publication-Related Archive of ICPSR or make them available on their own web sites. If your data are available at the ICPSR, this should be mentioned either in the author's note or in a separate note, and a complete reference listing should be provided. For other archives, please provide appropriate information (especially the URL). We will not report your data as being archived unless this can be verified at the web site or in information provided by the archive.

International Organization is not reponsible for archiving data sets or maintaining web sites where such data may be archived.

Correspondence

You may contact the editorial office at

International Organization
Graduate School of International Relations and Pacific Studies
University of California
9500 Gilman Drive
San Diego, CA 92093-0519
telephone: 858-534-4034
fax: 858-822-1556
e-mail: io@ucsd.edu

https://doi.org/10.1017/S0020818300035943 Published online by Cambridge University Press