International Theory final formatting checklist

The following checklist covers the most common issues that authors must address when their manuscripts are accepted conditionally. Some (perhaps many) of these may not apply to any particular manuscript; but we would ask all authors to go through this checklist carefully and ensure that their "final" submissions comply with all listed items.

General guidance on house style can be found here: https://www.cambridge.org/core/journals/international-theory/information/author-instructions/preparing-your-materials

Any questions about house style should be addressed to: InternationalTheory@cambridge.org.

TITLE

☐ Sentence case

ABSTRACT

☐ Maximum 200 words

KEYWORDS

☐ Minimum of 5, maximum of 7

☐ Separated by semicolons

☐ No terminal period

HEADINGS

☐ Sentence case

☐ Unnumbered

BODY TEXT

☐ No in-text citations (all citations in footnotes)

☐ Single-quotes only (except for quotes-within-quotes, which use double quotes)

☐ Periods and commas before close-quotes

☐ Footnotes follow all punctuation

☐ En-dashes with a space on either side, not em-dashes

☐ Space on either side of an ellipsis (e.g., first part … second part, not first part…second part or first part… second part).

☐ For names, two or more initials separated by a space (e.g., E. H. Carr or A. F. K. Organski, not E.H. Carr or A.F.K. Organski)

☐ Acronyms spelled out on first use followed by acronym in parentheses

☐ No shorthands (e.g., World War II, not WWII)

☐ No quotation marks around block quotes

☐ Italics only when absolutely necessary, never solely for minor stress

☐ British, American, or Canadian English spellings are all acceptable, as long as they are used consistently

FOOTNOTES

☐ Author-date with no comma between the two (e.g., Smith 2025)

☐ Comma before page number(s) (e.g., Smith 2025, 123, 135)

☐ Semicolons between citations (e.g., Smith 2025; Wang 2023)

☐ Short page ranges (e.g., Smith 2025, 123–4; Wang 2023, 123–45)

☐ En-dashes between pages, not hyphens

☐ Ibid. (with a period, not italic) for immediately consecutive citations

☐ For citations with three or more authors, the first author followed by et al. (not italic)

☐ Single-quotes only (except for quotes-within-quotes, which use double quotes)

☐ Parentheses around publication years only in a discursive sentence, never in a simple citation. E.g., 'Smith (2025) disagreed on this point,' but 'For a contrary view, see Smith 2025.'

☐ Terminal punctuation for all footnotes

REFERENCES

☐ Heading: References, not Bibliography

- ☐ Alphabetical by last name of author, sorted ascending by year of publication
- ☐ Single-authored works sorted before coauthored works
- ☐ Lastname, Firstname [and initial(s), if used] for first authors; Firstname [initial(s)] Lastname for subsequent author(s); complete list of authors; all separated by commas (i.e., serial or Oxford comma). E.g., Wille, Tobias, Hendrik Simon, Christopher Daase, Nicole Deitelhoff, Nicholas J. Wheeler, Marcus Holmes, Brian C. Rathbun, Amitav Acharya, and Jennifer Mitzen. 2026. "New Perspectives on Trust in International Conflicts." *International Studies Review* 28 (1): 1–27.
- ☐ Author names as printed. E.g., Abbott, Kenneth W., not Abbott, KW or Abbott, K.W.
- ☐ Spaces between consecutive initials (followed by periods) when appropriate: e.g., Carr, E. H., not Carr, EH or Carr, E.H.
- ☐ All titles Title Case in AP style (e.g., *Politics Among Nations: The Struggle for Power and Peace*; "Brexit and the Trust Paradox of Sovereigntist Internationalism")
- ☐ Double-quotes for journal article and book chapter titles (single-quotes for quotes-within-quotes)
- ☐ No commas after journal names
- ☐ Spaces following journal volume numbers
- ☐ Issue numbers in parentheses, followed by colons
- ☐ Spaces between colons and journal page numbers
- ☐ Short page ranges (e.g., 123–4; 123–45)
- ☐ (One) place of publication for any book (e.g., London, not New York and London)
- ☐ For books published in the United States: two-letter capitalized state code (without periods) following city of publication except for New York or any publisher whose name already indicates the state (e.g., Ithaca, NY: Cornell University Press, but Albany: State University of New York Press)
- ☐ Short form for publishers of books (e.g., Wiley, not Wiley and Sons)
- ☐ Volume and issue numbers for journal articles whenever available
- ☐ URLs or DOIs only for sources with incomplete bibliographic information otherwise, never for all sources that have them

☐ Page number ranges for all journal articles and book chapters except for online-only journals or books all of whose entries are paginated beginning with 1 (in which case give URL or DOI)

☐ URLs or DOIs (when required) preceded by “Available at”