CEJISS Manuscript Style Guidelines

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FORMAT

Font:
The font of the entire article should be Times New Roman (including titles, subtitles, endnotes).

Title:
The article's title: should be in Times New Roman 20; capitalised letters, bold and left-indented. The length of the title should not exceed 60 characters (including spaces). However if a longer title is preferred, a shortened version should be supplied for the cover as well.

Abstract:
The abstract: should be in Times New Roman 12; italic and justified
The author's name: should be in Times New Roman 12; bold and centered;

Subtitles:
Headings: Should be in bold, upper and lower case. Sub-headings should be in italics not in bold, upper and lower case.

Introduction:
Please do not start your article with a subheading such as Introduction.

Text and margins:
Margins and paragraphs: top and bottom 2 cm, left margin 3 cm, right margin 1,5 cm; single spacing between the lines; the text should be in Times New Roman 12, justified.

Numbers:
Numbers from one to ten should be spelled out; other numbers should be given as numerals.

Figures and tables:
All diagrams, charts and graphs should be referred to as figures and numbered. Tables should be kept to a minimum and contain only essential data. Color-based charts cannot be included as the pages are black-and-white. All tables and graphs should be sent as separate documents in .docx format (and .xls document with data).

Lists:
Use letters or numbers not bullet points.

Foreign words:
Put them in italics; for foreign language titles in the text or in endnotes follow the rules in the endnotes section of this sheet.

Political leaders and figures:
Please provide the figure/political leader's full name and position for the first reference in the text. You can then proceed to refer to him/her by their last name.

Hyphenation:
Use sparingly (peacekeeping, ceasefire).
Acronyms:
Spell out in full the first time any acronym is used and state the acronym in parenthesis. Exceptions: US, UK, UN, EU.

Full points:
UK, USSR, UN, EU, US, but ed., eds., Ltd., Co., Vol., No, Mr, Dr
Please stay consistent, if U.S. is utilised throughout the text, it should not be referred to as US (without dots) in other parts of the texts.

Numerals:
One to nine to be spelled out; 11 and above should be in figures. Above hundred thousands should be spelled out “1 million dollars.” When starting the sentence with a number in a numbered list spell out the number (incorrect: 1. 50% of people say... correct: 1. Fifty percent of people say...)

Percentages:
Percentages should be written as “percent” in the text, and as % in endnotes and in tables.

Dates:
10 June 2011, not June 10, 2011. Use this system in references as well (incorrect: ’30s correct: 20th century, mid-1930s). For special dates the format can change (example “September 11”).

Shortening of years:

Fractions:
Two-thirds etc. should be hyphenated. Do not use numerals i.e. ½

Ampersand:
(&) Ampersand should not be used instead of and (for example, between authors’ names) except in the names of specific firms (for instance Pratt & Whitney).

Spelling:
Make consistent throughout your text. British spellings to be used with -ise ending: politicise, favour, labour (incorrect: -ization correct: -isation). This doesn’t apply to such cases when an American author is quoted.

Capital letters:
Minimise use of capitals for titles and unique institutions, government, state.

Quotes:
Double quotation marks in text; single within double. As Clinton says: “Obama used to say ‘yes we can.’” Square brackets should be used for any matter inserted in quotations. Put closing quotation marks outside commas and full stops, but inside colons, semicolons and dashes. (incorrect: “text”, “text”. “text;” “text;” “text - ” correct: “text,” “text.” “text:” “text:”; “text”; “text” - ).

Periods, commas:
Periods and commas should be placed within the quotation marks. (incorrect: “text”. correct: “text.”).
Quotation referencing:
The reference numbers, when quoting someone in the text, should be used after the punctuation, not before. (incorrect: “text.”\textsuperscript{1} correct: “text.”\textsuperscript{1}).

Book titles:
For book or film titles, newspaper/magazine names as well as TV shows, the title should not be put in quotations but instead written in italic: The book \emph{A Peace to End all Peace} is an excellent work.

Long quotations:
If the direct quotation is longer than four lines, please indent it on the left size, get rid of the quotation marks (“...”) but keep the reference. Do not italicise the whole paragraph.

Hyperlinks:
Do not use underlining and different colour for hyperlinks, neither in text, nor in endnotes. Make sure you have removed all hyperlinks (incorrect: http://www.ceiiss.org correct: http://www.ceiiss.org).

Endnotes:
Please use only arabic numerals (i.e. 1,2,3...) when making endnotes. Avoid Roman numerals (i.e. i, ii, iii...).

Special acknowledgements:
If in need to acknowledge a contribution or a grant, make sure you follow the same style as the body text of your article. Please do not capitalise grant titles.

Emphasis in text:
By all means avoid \textbf{bold} in text with the exception of subtitles and article title. If in need of emphasising anything, please make sure to use \textit{italics} instead.
REFERENCES

In the text, refer to the author simply by their surname (without initials, unless there are two authors with the same name).

ENDNOTES

Some examples of correct citations are given below:

BOOKS

Books with one author:


Two or more authors:


If a work has more than three authors, you may also choose to give only the name of the first author followed by et al. (and others).


Subsequent references: Deutsch et al. (1957), p. 5.

EDITED VOLUMES

One editor:


Subsequent references: Hey (2003).

Two or more editors:


Subsequent references: Cooper and Shaw (2009).
CHAPTERS FROM BOOKS

JOURNAL ARTICLES
Printed journals:

Online editions of journals:
Subsequent references: Kossinets and Watts (2009).

NEWSPAPER AND POPULAR MAGAZINE ARTICLES
Printed editions:
Subsequent references: Friedman (2007).

Online editions:
Subsequent references: Cooper (2002).

LECTURES AND PAPERS PRESENTED AT MEETINGS


A paper included in the published proceedings of a meeting may be treated like a chapter in a book.

WEBSITES

In the absence of a date of publication, use the access date or last-modified date as the basis of the citation.


Subsequent references: CEJISS (2016).

LEGAL CITATIONS

To cite legal sources, use the Oxford University Standard for Citation of Legal Authorities: http://www.law.ox.ac.uk/published/OSCOLA_4th_edn_Hart_2012.pdf

More information about citing international legal sources can be found here: http://www.law.ox.ac.uk/published/OSCOLA_2006_citing_international_law.pdf

EU legislation:

European Court of Human Rights

Balogh v Hungary App no 47940/99 (ECHR, 20 July 2004)
Simpson v UK (1989) 64 DR 188