

GUIDELINES FOR AUTHORS ON JOURNAL STYLE

Irish Studies in International Affairs

1. GENERAL

Papers should be presented in double spaced 12pt font (Times or Times New Roman). Please follow the structure of a standard research paper, using the heading styles noted below. Please supply text, tables, images and captions as separate files.

Papers should be preceded by a short, introductory **Abstract** – maximum 150 words – outlining the main points of the paper. Abstracts should not contain references.

Only two levels of subheading should be used in the body of the paper, in the following styles:

INTRODUCTION

The Cold War

Figure and table captions should be formatted as follows:

Fig. 1. Text follows here

Table 1. Text follows here

Please supply a short title for the paper (no more than 45 characters long) that can be used as a running head.

The journal uses footnote referencing style; see item 7 below.

2. CAPITALISATION

The journal style is minimal capitalisation: as a rule of thumb, initial capitals are used only for proper nouns or to avoid ambiguity.

Here are examples of words (in context) that should **not** have an initial capital letter: ‘the **state** coffers’, ‘the Irish **government**’, ‘the British **prime minister** announced’, ‘the **minister for foreign affairs**, Brian Cowen, said’, ‘a **general election** was called’, ‘the **summit** was viewed as...’, ‘the **nationalist** community’, ‘the Irish **army** participated’.

Here are some examples of words (in context) that should have an initial capital letter: ‘in March **President** Clinton stated’, ‘the **Department of Finance** estimated’, ‘but **Republican** grassroots’, ‘a **Cabinet** decision’, ‘the **Water Pollution Act** prohibited’, ‘the UN **Security Council** ruled’.

3. QUOTATIONS

Please ensure that all quoted material is exactly as in the source, including capitalisation and punctuation. Use ‘[sic]’ to indicate a misspelling or other significant mistake in the source.

Short quotations (up to two or three lines) should be left in the main text and enclosed in single quotation marks. Any quotes within these quotes should be enclosed in double quotation marks. If the quote does not include an entire sentence, punctuation should follow the closing quotation mark.

Long quotations (more than three lines) should be displayed, without quotation marks. Any quotes within these quotes should be enclosed in single quotation marks.

4. ABBREVIATIONS

There is a list of common abbreviations (and acronyms) at the back of the journal. These can be used without explanation in individual papers.

Other abbreviations can be used for convenience, but remember that there is no need to introduce an abbreviation for a term that occurs only once in a paper. Abbreviations not included in the list mentioned above should be spelled out on first mention; e.g. ‘in 2000 total official development assistance (ODA) reached...’.

Treat the abstract and the main text of the paper as separate entities with regard to the spelling out of abbreviations, i.e. an abbreviation should be spelled out at first mention in **both** the abstract and the main text.

5. HYPHENATION

As a general rule, hyphenate an adjectival compound of two or more words that precedes a noun: ‘confidence-building measures’, ‘a high-level delegation’, ‘the Washington-based correspondent’.

Adjectival compounds of which the first word is an adverb that ends in ‘ly’, however, should not be hyphenated: ‘a politically motivated attack’.

As a general rule, do not hyphenate an adjectival compound of two or more words that follows a noun: ‘the author is well known’, ‘the initiative was government funded’.

In general, hyphenate prefixes such as ‘socio-’, ‘ethno-’, ‘politico-’, ‘post-’, ‘pre-’, ‘anti-’, ‘non-’, ‘cross-’, ‘counter-’, ‘pro-’.

Hyphenate compound nouns of this form: ‘asylum-seekers’, ‘decision-makers’, ‘opinion-formers’.

6. SPELLING

Use ‘British English’ rather than ‘American English’ spelling, e.g. ‘centre’, ‘favour’, ‘travelled’.

Use the ‘is’ spelling in stead of the ‘iz’ spelling where there are variant options, e.g. ‘generalise’, ‘organisation’.

Refer to the *New Oxford Dictionary of English* on other spelling matters.

7. FOOTNOTE REFERENCES

Books and articles

First citations of books and articles should conform with these examples:

G.R. Sloan, *The geopolitics of Anglo-Irish relations in the twentieth century* (London and Washington, 1997), 14, 75.

Bruce Russett and Harvey Starr, *World politics: the menu for choice* (5th edn, New York, 1992).

Hersch Lauterpacht, *Oppenheim’s International Law* (3 vols, London, 1955–8), vol. 1, 136.

Paul Gillespie, ‘Diversity in the Union’, in Brigid Laffan (ed.), *The governance of the Union* (Dublin, 1996), 25–40: 31.

Niels Amstrup, 'The perennial problem of small states: a survey on research efforts', *Cooperation and Conflict* 11 (3) (1976), 139–63: 140.

Seán Cronin, 'Clinton dithers on new policy for Central America', *Irish Times*, 15 April 1995.

Second and subsequent citations of books and articles should be in short-title form:

Sloan, *Geopolitics of Anglo-Irish relations*, 14, 75.

Gillespie, 'Diversity in the Union', 31.

If the short title is not self-explanatory, please use '(hereafter cited as XXX)'.

Theses

A.J. Wilson, 'Irish-America and the Ulster conflict, 1968–1985' (unpublished PhD thesis, Loyola University of Chicago, 1991), 17.

Dáil debates

Dáil debates, vol. 184, cols 734, 1018, 1284 (9, 16 and 17 December 1960).

National Archives

First citation:

National Archives of Ireland, Department of Foreign Affairs (hereafter cited as NAI DFA), 305/57/15, minutes of a meeting of the interdepartmental ERP Committee, 12 June 1948.

Subsequent citations:

NAI DFA 305/57/15, 8.

Online documents

Reference to online documents should be avoided if published print versions of the relevant texts exist. If an online document must be cited, please transcribe the URL carefully, and give the date on which the document was accessed.

Department of Foreign Affairs, 'Andrews praises twinning of Strokestown museum and Canadian famine site', press release, 27 May 1998, available at: <http://www.irlgov.ie/iveagh/foreignaffairs/press/980727c.htm> (24 January 1999).

Please note especially:

Spell out authors' forenames in full in preference to one initial only.

Give page spans of all articles/chapters.

In titles other than journal or series titles (in which all significant words should have an initial capital letter), only the initial letter of the first word and of proper nouns should be capitalised.