

International Journal **Style Guide**
Revised 2018 (confirmed up-to-date in 2020)

For any topics not covered in this guide, refer to *The Chicago Manual of Style, 16th ed.* Our authority for spelling is the *Canadian Oxford Dictionary*, 2nd ed., and for compound words, Merriam-Webster's.

Length of submissions

Policy Briefs: maximum 3,000 words and 15 footnotes

Scholarly Essays: 5,000–8,000 words and a (loose) limit of 60 footnotes

Book Reviews: 1,000 words

Author information

The affiliation under the author name should be department, institution, city, province/state (if applicable), country.

The corresponding author information should be department, institution, street address, city, province/state (if applicable), area/zip code, country, email address

Submitting illustrations (tables, graphs, charts, maps)

These should be sent as separate files, numbered, and their placement clearly indicated in the text.

Text text text **[Insert table 1 here]** Text text text

1. References

Since there are no bibliographies or lists of works cited, we use a full form of citation on the first occurrence and a short form of citation thereafter.

Notes are footnotes, not endnotes or embedded citations.

Journal article

Fen Osler Hampson and Dean F. Oliver, "Pulpit diplomacy: A critical assessment of the Axworthy doctrine," *International Journal* 53, no. 4 (1998): 379–406.

Second reference to journal article

Hampson and Oliver, "Pulpit diplomacy," 399.

Book

Wendy Dobson, *Partners and Rivals: The Uneasy Future of China's Relationship with the United States* (Toronto: University of Toronto Press, 2013), 122.

Second reference to book

Dobson, *Partners and Rivals*, 98.

or, if following directly:

Ibid., 98.

Chapter in a book

Emily O. Goldman and Leo J. Blanken, "The economic foundations of military power," in Peter Dombrowski, ed., *Guns and Butter: The Political Economy of International Security* (Boulder: Lynne Reinner, Publishers, 2005), 37.

Second reference to chapter in a book

Goldman and Blanken, "The economic foundations of military power," 36.

Note: if the reference is to the entire journal article or chapter, the page range is required.

See Boang He, "Collaborative and conflictive trilateralism: Perspectives from Australia, China, and America," *Asian Survey* 54, no. 2 (2014): 247–272.

Reprinted book

Rudyard Kipling, *Kim* (1901; reprint, Oxford: Oxford University Press, 1987), 175.

Newspaper article

Richard Foot, "Voters split over key issues," *Ottawa Citizen*, 16 September 2008, A10.

Newspaper article with website reference

David Pugliese, "Trudeau was Canada's top defence spender: Study," *National Post*, 3 December 2007, <http://www.nationalpost.com/news/story.html?id=141640> (accessed 22 February 2013).

Report

"Competitiveness and security: Directions for Canada's international relations," Department of External Affairs, Ottawa, 1985, 3.

Paper

Kim Richard Nossal, "Rethinking Canada's role in the Middle East," in Brent Sasley, ed., *Actors and Identity in the Middle East*, Bison Paper 14 (Winnipeg: Centre for Defence and Security Studies, University of Manitoba, 2010), 81–82.

Website reference

Samantha Bradshaw and Kyle Harris, "Internet governance via hard and soft laws: Choosing the right tools for the job," Centre for International Governance Innovation (CIGI), 30 January 2013, www.cigionline.org/publications/2013/1/internet-governance-hard-and-soft-laws-choosing-right-tools-job (accessed 22 February 2013).

Archival reference

Summary record of a meeting of the North Atlantic Council, Paris, 23 August 1961, C-R(61)39, NATO Archives, Brussels (NATO).

Second archival reference

Summary record of a meeting of the North Atlantic Council, 23 August 1961, NATO.

2. Capitalization

Titles of works

Headline style for titles of books and names of journals, newspapers, magazines: *Japan Journal of Political Science*

Sentence style for titles of chapters and articles: “The economic foundations of military power.”

Other titles

Capitalization is used sparingly, basically for proper names of individuals or institutions (*Chicago’s* down style):

Prime Minister Pierre Elliot Trudeau, the prime minister, former prime minister Trudeau

Minister of National Defence Peter McKay, the minister of defence

The Department of Foreign Affairs and International Trade, the foreign ministry

The Truth and Reconciliation Commission, the commission

Capitalize the word “Western” and “the West” when used in a *geopolitical* sense.

This is a change in approach by Western governments. (*Western* here is the geopolitical West, not the western hemisphere.)

The West is changing its approach to Asia-Pacific relations. (*The West* here is the geopolitical West.)

The sun sets in the west (the west here is the physical west or direction)

Academic subjects: these are capitalized.

International Relations, Canadian Foreign Policy, Political Science

3. Spelling

Spell out (lowercased) the names of centuries: twentieth century

US can be used for both the name of the country and the adjective. Some authors prefer to spell out the name of the country and use “American” as the adjective.

“US foreign policy,” not “United States foreign policy.”

The United States should always be rendered “The US.”

First World War, Second World War

12 hours’ duration

Robert Anthony Waters Jr. (no comma)

Italicize short forms of magazines: *IJ* (for *International Journal*), not *IJ*

4. Punctuation

Leave a single space between sentences.

Use serial comma: apples, oranges, and pears

Place double quotation marks outside, single inside:

“He said ‘No,’” reported Jim.

Place periods and commas within the final quotation marks.

All she could say was “No.”

No periods after capitalized acronyms/abbreviations:

CFB, NDP, CIA, NATO (Use the minimum number of acronyms. Spell out acronyms on first occurrence. Exceptions are UN, US, UK, EU, NATO, NGO.)

Periods after abbreviations and contractions: etc., i.e., Mr., Ltd., eds.

Proper names: Periods after initials in proper names, no spaces between initials

J.L.H. Henderson

The parenthetical dash is a closed em-dash.

Use an en dash to join an open compound to another modifier: post–nuclear deal Iran

Block quotations: Normally, these are used for quotations that are eight lines or longer.

However, if several shorter quotations are being compared to one another, they may be set as block quotations.

5. Numbers and Dates

Spell out numbers from one to 100 except where part of a percentage or followed by a unit:

The committee dealt with five agenda items. In the vote, 5 percent of the members abstained.

They anticipated a delay of between fifteen and twenty years in completion of the project.

Spell out large, round numbers: one million.

Comma used in four- and five-digit numbers: 10,500.

Space between figure and unit: 60 ft.

In number ranges, use all numbers: 289–295, 16–17. Do not use p. or pp. for page numbers.

In lifespans/date ranges, use all digits: 1819–1895.

6 June 2010, not June 6, 2010

the 1960s, not the 1960’s

Currency: C\$500, CAD 500, or \$500 CAD

Notes: The word “gender” does not mean the same thing as the word “women”—and it is not only women who have genders.

There is no need to include an “Introduction” header for the introduction (delete if it is present)