

Many thanks for agreeing to contribute to one of E-International Relations' open access Edited Collections. This document contains some basic information you might find useful on page one, including the author agreement you will enter into with E-IR upon delivering your article to us. Page two includes a writing guide to aid you as you prepare your content for us.

If you have any questions that are not answered on this document, please contact the editor of the publication that you are already in contact with. When your article is ready, please send it directly via email to the editor that you are in contact with. They will confirm receipt and initiate the review process.

## INFORMATION FOR AUTHORS

### Open access

E-IR's books are provided as a free e-book download on E-IR.info and sold in bookshops for a modest price for those who wish to buy a copy. In that sense, E-IR is the only fully open access publisher in the field. Your work can be read by anyone, at any time, without cost to anyone. All books have an ISBN and are catalogued in the British library. As a named author in the volume, you will be able to obtain paperback copies from our printer at cost price (around £4) should you want desk copies and of course you will have unlimited access to the e-book version.

### Copyright

We publish under a Creative Commons license. In short, this means you retain full copyright and you grant E-IR a license to use your content. You are free to reuse your content elsewhere and do whatever you please with it without restriction. In addition, others are able to reproduce your work (fully attributed to you) for educational purposes. Our author agreement is available here: <http://www.e-ir.info/publishing-agreement/>

### Reach

E-IR's e-books are downloaded thousands of times per month and are available to a monthly audience of over 250,000 unique visitors to the website and promoted to our 20,000+ social media followers. Our print books are available worldwide on Amazon and made available to all other booksellers via the international book trade. There is, quite simply, no journal or other scholarly publisher in the field that can provide this level of dissemination for your work.

### Peer review

Your contribution will be reviewed according to recognised peer review principles, and undergo further editorial review by E-IR's Editorial Board. Your work will also be proofed by a professional copy editor. Following publication, your contribution will be eligible to be recorded as a scholarly output.

### Non-profit

E-IR is a non-profit organisation, publicly registered in the UK. Operationally, we are an all-volunteer team of academics and students - with the caveat that we hire expert contractors (copy editing, design, production, printing) to help us produce our books to professional standards. All proceeds from the print copy sales of our books help us recoup those contractor costs and support the development of future publications and operations. We are unable to provide any financial compensation or a royalty to authors or editors at any stage. By contributing to one of our books you help us further our goal to provide high quality scholarship, free of charge, to students and scholars around the world.

## WRITING GUIDE

We take pride in getting your work published in a prompt and professional manner without complicated style guides or lengthy delays in publication. However, we do ask that as you write your chapter, you adhere to the basic guidance outlined below so that we are able to proceed in an optimal fashion once we receive your draft. If you have any questions, please address them to the editor that you are in contact with.

### Basic guidelines

- Please prepare your article in Microsoft Word format (.docx).
- Please write in British English throughout. Exceptions are permitted when quoting or referring to a position/place (Department of Defense etc.). We recommend setting your Microsoft Word settings to 'English (UK)'.
- Please supply a bio text noting your academic/professional credentials, your notable publications and your website (if available). This can be placed at the top of your script.
- Your content should be accessible to non-specialists and students, so briefly explain any complicated/jargonistic or region-specific points.
- Your chapter should not exceed 4500 words (excluding references). The optimum length for our format is 2500-4000 words.
- When fashioning a title for your chapter, we prefer short, to-the-point titles rather than obscure or long-winded ones. Please keep your title less than 80 characters.

### Referencing

Please use the Harvard / author-date system to compile your references which should be listed by order of author surname at the end of your manuscript in a references section. In-text citations should follow the following format (Smith 2001, 2) / (Smith and Jones 2001, 2-7).

A full guide to using the author-date system can be found in the Chicago Manual of Style (click on the author-date tab): [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

### Basic formatting

- Bold-set and left align all headings. If you are using two levels of headings, italicise sub/2nd level headings.
- Do not indent the first sentences of paragraphs. Leave one clear line of space between each paragraph.
- Do *not* punch a double space after each period / full stop.
- In-text quotes should be wrapped in single quotation marks ('...'). Quotes within quotes should be in double quotation marks ("..."). Please do not italicise quotations. Longer quotes should be indented.
- Dates should be displayed as '1 September 2014' (no commas etc.)
- Footnotes, when used to elaborate on something, should be used sparingly and numbered (1, 2, 3), *not* in numerals. Endnotes are forbidden.
- Numbers 1-10 should be spelt out (e.g. two, ten per cent) - beyond 'ten' use numbers (e.g. 32, 21%). If your sentence starts with a number, always spell it out.

### Images

Due to copyright issues, we ask that you do not include any images in your manuscript (other than tables / charts etc) unless you own the original images yourself or they are public domain. Our default position is that images should only be used if integral to the content *and* copyright clear – if both criteria are not in evidence the images will have to be removed.