The Commissioning e-mail for Articles

* You can give your email the subject line of ‘Article on (insert topic)’ , or ‘Invitation to write for E-International Relations’ – or any variation/alternative you feel appropriate – but keep it concise and as non-spam sounding as possible. Always **proof read** your email and subject line carefully. Careless typos and poor grammar may kill your chances and damage our reputation.
* ***Always*** **BCC** commission@e-ir.info into all commissioning emails. You do not need to BCC additional correspondence, just the first email to each author so we have a record of who has been contacted. Please do not accidentally ‘CC’ the email. Use the BCC (blind copy) field. This BCC email address is not monitored, it is just a repository to record who we have contacted. **So, try not to accidentally send any articles there!**

Dear X – include their title just in case they are offended by you leaving it out (i.e. Dr Buzan / Professor Keohane / Ms Tang)

I am writing in the hope that you might be willing to contribute a short article (guide length 1000–2500 words) to [E-International Relations](http://www.e-ir.info), … (**Add** **no more than 2 short sentences**, one ideally. Please don't send multiple suggestions or loose thoughts. If you are concise and clear and your topic is something they are working on/known for, they are much more likely to read it and/or respond).

E-International Relations is the world’s leading open access website for students and scholars of international politics, reaching an audience of over 3 million students and scholars per year.

As the website is a non-profit organization run by volunteers, we are unable to pay you for your piece. However, we are happy to link to any websites or literature that you might wish to promote to our readership.

I would be glad to agree on a flexible deadline to suit your schedule, and provide a basic style/formatting guide should you accept.

Yours sincerely,

Your full name
Commissioning Editor
[www.E-IR.info](http://www.e-ir.info)

The Writing Guide
(for commissioned authors only)

If an author accepts, continue the conversation as you see fit. However, in your first reply you must transmit this style guide to the author so they are properly informed, and have details of their copyright agreement (legal obligation). If you have to chase them up later on (if they have gone over a deadline), it is also helpful to re-paste it into later emails so they do not have to go searching through older emails to find it.

You can also use this as a crafty way of chasing up an author - such as by emailing them saying ‘I’m just re-sending you the writing guide in case you mislaid it. Very much looking forward to receiving your article…’ etc.

* Please avoid overly complicated jargon or region-specific points without providing a brief explanation.
* All sources used should be **referenced** to academic standards. If possible, please use any recognised variant of the author-date referencing system. Embedded Hyperlinks are welcome instead of, or in addition to, academic references.
* Please use headings set in bold text to signpost your article, and shape a main title for your article that is less than 80 characters.
* Email the article back to me when ready in a .doc/.docx (MS Word compatible) attachment. Place a short **bio** at the top of your article with links to your website and/or latest publications.
* Before publication, I will discuss any edits deemed necessary to aid the reader experience with you, and then once you are happy with the final script our team will proofread and publish it.
* Please bookmark the following link for copyright and reuse details (you keep full copyright to your article): <http://www.e-ir.info/author-resources/>

The Commissioning e-mail for Interviews

IF YOU ARE NOT ON THE FEATURES TEAM PLEASE **DO NOT** COMMISSION AN INTERVIEW WITHOUT READING APPENDIX 1 OF THE COMMISSIONING MANUAL IN FULL

Dear X – use their title as given/findable (i.e. Dr Buzan / Professor Keohane)

I’m writing in the hope that you might be interested in participating in an interview with E-International Relations ([www.e-ir.info](http://www.e-ir.info)). E-IR is the world’s leading international relations website, reaching an audience of over 3 million students and scholars each year.

The interview questions will likely refer to your career in X; your publications about X and your perspectives on X. We would ideally like to ask you between 8–10 questions. We would be happy to conduct the interview over email which gives you the opportunity to craft your answers and send them back to us. Alternatively, if you prefer, we can arrange the interview to be done over Skype/phone.

As the website is a non-profit organization run by volunteers, we are unable to pay you for the interview. However, we can link to any recent publications you may wish to promote to our readership.

Thank you for your time, and do let me know if you have any questions.

Yours sincerely,

Your full name
Your E-IR position
[www.E-IR.info](http://www.e-ir.info)