global POLICY

style guide

Title, abstract, and policy implications

Provide a fully descriptive article title of not more than 15 words, giving a substantive picture of the article and its findings. Do not use vague or informal titles. Please also provide a short-form of your title (no more than 30 characters) which can be used as a 'running-head' for the article.

The abstract should be between 150 to 200 words and should explain the key question being addressed, the "bottom line" answer being given and the key substantive findings. Consider that the title and abstract will determine the searchability of your article.
For further advice see 'Optimizing your abstract for search engines':
http://www.blackwellpublishing.com/bauthor/seo.asp

Also provide up to four bullet points with policy implications under the heading 'Policy Implications'.

Spelling

Use either UK or US spelling, but be consistent throughout the article.

Dates

Dates should be presented according to the international convention i.e. DD-MMM-YYYY (e.g. 05-Jan-2009).

Capitalization

Use capital letters sparingly. Extraneous capitalization of common nouns (such as parliament, cabinet, president etc) should be avoided. Do not capitalize variable names in regressions and similar analyses.

Word Division

In general, avoid hyphens.
Prefixes: most words formed with the most common prefixes should be "closed", without hyphens. For example, bipartisan, postelection, multilateral.
The exceptions to this rule are when the prefix precedes a numeral (mid-1990s) or a capital letter (anti-Zionist) or when the prefix would create a string of three identical letters. Compounds with "self" are always hyphenated (self-interest, self-determination).

Quotations

Single quote marks should be used, reserving double quotation marks only for quotes within quotes. Indent any quotations over 40 words in length and remove the quotation marks.

Interviews

All quotes from interviews should be attributed, with details of the interviewee and date of interview given. If it is necessary to anonymise the interviewee, this can be done using either a false name or the interviewee's initials. The style of anonymisation should be consistent throughout and should clearly distinguish interviewees. If names have been changed, an endnote

to this effect should appear at the end of the paper, linked to the first instance of a changed name in the text.

> *Example:* "…As one interviewee said 'Lorem ipsum dolor sit amet' (AB, interview 12 March 2012)"

Advice on writing in English

Use real subjects and active verbs. Avoid the passive voice. MS Word's "spelling and grammar" features will highlight all passive voice sentences and suggest alternative formulations.

Gender

Use neutral nouns: avoid the use of *man* if not specifically referring to *men*; for example, for *man* use *humans*; for *mankind* use *the human race*; for *manpower* use *workforce*; for *manmade fibre* use *synthetic fibre*. Use inclusive pronouns: use '*he* or *she*', or rephrase the sentence (rephrasing to the plural form often works):

✗ Any observer of changes in publishing technology will perceive that he has need of…

✓ Observers of… will perceive that they have…

Beware of referring to people with stereotypical pronouns (e.g. avoid 'the doctor treated *his* patient'; 'the secretary tidied *her* desk'). Social classes and age groups should also not be stereotyped.

Headings

Use no more than two levels of headings, at most one level numbered. Do not otherwise number headings or paragraphs. Two levels of headings should never be used without intervening text.

Tables and figures

When creating tables, maps and figures, bear in mind that the journal will be printed in full colour. Tables and figures should be submitted as separate files, with their location notes in the text. The publisher will typeset the tables; charts, diagrams and other illustrations (figures) must be in a form suitable for reproduction without retouching. Each table should have a table number, a heading, clear labels for all rows and columns used, a description of units of measurements used, and a note on sources. Each chart should have a figure number, a heading, clear labels for the X and Y axes, or for bars in histograms, including indications of units of measurement and a readable scale or background grid, a clear legend distinguishing multiple data series from each other, and a note on sources. All tables and figures (including regressions) should, as far as possible, be designed with a numerical progression down rows and across columns. Jumbled tables and figures will not be accepted.

Maths

Simple equations should run on in the text and should be punctuated as part of the sentence (e.g. '…was calculated as $h = a + B2$'). Complex equations should be displayed for clarity. Note that reactions and inequalities should be neither referred to nor numbered as equations. Even for displayed equations, definitions of symbols should run on in the normal sentence structure within the text: '$s = 1 - [n(2 + y)]$, where s is the growth rate, n is the number of cells…'

The order of parentheses should be $<\{[( )]\}>$.

Notes

Do not use footnotes. Endnotes must be kept to a minimum and used only for essential context, to provide details of variables or methods, or for such material that would disrupt the flow of the main text, or be of interest to only a minority of readers. Acknowledgements should appear as an unnumbered first note.

Referencing

Global Policy uses a Harvard system of referencing, without any accompanying notes wherever possible. The first component of this system is inserting the author's last name and date of publication at the reference point in the main text, enclosed in brackets:
(Hirst, 1989)

If an author has more than one cited publication for this year, add a, b, c etc. to the date. Denote pages by p. and pp., and spell out the pagination for any chapter cited rather than using Ch.:
(Hirst, 1989b, pp. 35-36)

Where two or three works are referenced at the same time they are enclosed within the same brackets and separated by a semi-colon:
(Hirst, 1989; McLennan 1995, p. 54)

Where four or more works are referenced at the same point in the main text this could disrupt the flow of the argument and look off-putting. On such occasions only an endnote number may be inserted instead, leading to an endnote listing the works cited in the normal Harvard style, but without accompanying brackets since the endnote is a discrete unit:
1. Hirst, 1989; Offe 1996a, p. 29; Plant, 1992; Thompson and Gutmann, 2003.

Never use Latin referencing expressions such as op cit, loc cit, ibid, and avoid any abbreviation terms. In circumstances where one or a few texts are referred to many times, however, it may be acceptable to introduce an acronym into Harvard referencing as a shortcut, so long as it is explained clearly on first use. For instance, John Locke's Two Treatise on Civil Government might be abbreviated to TTCG. Similarly if a non-normal referencing system is being repetitively used, (such as a sequence of Book, Volume, Chapter and Section in an older political thought text) an initial explanation must ensure that readers know how to interpret the reference.

The second component of the Harvard system is a single complete list of references given at the end of the article, arranged in alphabetical order of the author's last name. The reference list must contain all literature cited in the article (including newspapers and magazines), and should not contain works which have not been specifically cited.

The format of each reference starts with the last name of the author, followed by the initials, a full stop and then the date of publication in brackets. The entry then continues with different formats for books, chapters in edited books and journal articles as follows:

- **Book**
  Guinier, H. T. (1994) *The Tyranny of the Majority.* New York: The Free Press.
  Inglehart, R. (ed.) (1990) *Culture Shift in Advanced Industrial Societies.* Princeton, NJ: Princeton University Press.
  Khagram, S., Sikkink, K. and Riker, J. V. (eds) (2002) *Restructuring World Politics: Transnational Social Movements, Networks and Norms*. Minnesota: University of Minnesota Press.

- **Chapter in a book**
  Forst, R. (2001) 'Towards a Critical Theory of Transnational Justice', in T. Pogge (ed.), *Global Justice.* Oxford: Blackwell Publishers, pp. 169–87.

- **Journal article**
  Please ensure that journal article references include DOIs where appropriate. Digital Object Identifiers (DOIs) are used to identify content in the digital environment. An article's DOI will normally be located in the bibliographic reference either in the article or in the article database.

For more information please see www.doi.org

Weyland, K. (2008) 'Towards a New Theory of Institutional Change', *World Politics,* 60 (2), pp281–314. DOI: 10.1353/wp.0.0013.

Fraser, N. (2000) 'Rethinking Recognition: Overcoming Displacement and Reification in Cultural Politics', *New Left Review,* 3 (May/June), pp107–20.

- **Paper presented**

Grover, K. S. (2008) 'Development of International Standards by Non-State Actors: Assessing the Impact of the GHG Protocol Initiative'. Paper presented at the annual meeting of the MPSA Annual National Conference, Chicago, IL, 03 April.

- **Proceedings**

Labonne, J. and Johnstone, N. (1992) 'Public Environmental Policy and the Private Firm', proceedings of an OECD conference held in Washington D.C., 14–15 June 2005, pp1–20.

- **Electronic journal article**

Duit, A. and Galaz, V. (2008) 'Governance and Complexity: Emerging Issues for Governance Theory', *Governance* [online], 21 (3), pp311–35. Available from: http://www3.interscience.wiley.com/cgi-bin/fulltext/120749396/HTMLSTART [Accessed 13 November 2008].

- **Web page**

International Monetary Fund (2008) World Economic Outlook Report [online]. Available from: http://www.imf.org/external/pubs/ft/weo/2008/02/pdf/text.pdf [Accessed 13 November 2008].

The author of a web page can be an individual or a corporate body. The publisher is the organisation responsible for maintaining the website.

- **PhD thesis (unpublished)**

Brooks, L. (2005) ' "Shell is the Only Government we Know" - Multi-Sector Partnerships and Equitable Governance in the Niger Delta'. Unpublished PhD thesis, Department of Government, London School of Economics.

- **Newspapers**

Davies, H. (2006) 'A global conclusion. But don't count on it', *The Times,* 26 August, p. 22.

Where an article is not part of the main paper, add a section label in square brackets before the page number/s:

Penketh, A. (2008) 'Britain in push to bring Syria in from the cold,' *The Independent,* 13 November, [World] pp. 30–31.

Pre-submission English-language editing

Authors for whom English is a second language may choose to have their manuscript professionally edited before submission to improve the English. A list of independent suppliers of editing services can be found at www.blackwellpublishing.com/bauthor/english_language.asp. All services are paid for and arranged by the author, and use of one of these services does not guarantee acceptance or preference for publication.