WILEY-BLACKWELL

ISA Journals:

 Foreign Policy Analysis (FPA)

International Studies Perspectives (ISP)

International Political Sociology (IPS)

International Studies Quarterly (ISQ)

International Studies Review (ISR)

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Journal house style points

Main style guides

Chicago Manual of Style

Merriam-Webster's 10th edn.

Supplemented as necessary by…

Level of edit

Please refer to the *Definitions of copy-editing standards* (in-house Wiley-Blackwell staff only; see guidelines on *Copy: Procedures for dealing with the most common problems when handling copy* available on the Intranet in: Department Information/Production/User Manuals & Guides, Copy-Editing & Graphics) document before selecting the level of edit required.

☐ Minimal

☒ Standard

☐ High

Language

Voice

☐ Keep voice as used by author

Use passive voice throughout: ☐ abstract; ☐ text (select all that apply)

(science/medical requirement – fading practice)

Use active voice throughout: ☐ abstract; ☐ text (select all that apply)

Spelling

Recommended spelling

☐ Australian: Macquarie Dictionary

☐ UK: Oxford Concise English Dictionary

☒ US: Merriam–Webster's Collegiate Dictionary

☒ change all "ise" to "ize"

☒ other UK Enlish to US English (except in proper names and titles, e.g., Centre (not Center) of International Studies, University of Cambridge (UK).

☐ Refer to the list of journal spelling exceptions

(Always endeavour to use the most up-to-date editions of dictionaries.)

Consistency of recommended spelling

☐ Consistent throughout journal

☐ Consistent within article (default to author)

Hyphenation

☐ Follow recommended dictionary

☐ Apply minimal hyphenation

☐ Refer to the list of journal hyphenation exceptions

(Please refer to section 1.5 of the Wiley-Blackwell House Style Guide, section on HYPHENS, for more detail on usage of hyphens in compound terms.)

Punctuation

Quotations

☐ 'Single' quotation marks, with closing punctuation outside marks (unless it belongs to the quoted material) and "double" marks for quotes within quotes: Australian and UK style

☒ "Double" quotation marks, with closing punctuation inside marks and 'single' marks for quotes within quotes: US style

Order of parentheses in text

☒ ([ ]): US style

☐ {[()]}: UK style

☐ (( )): Australian style

References

☒ Harvard

☐ Vancouver

Content-specific style points, editor preferences

Language

list commas a must

Use "for example," in parentheses, not "e.g."; "that is," not i.e.

Toward (not towards)

International Relations: spell out on first reference; IR thereafter

"more than 100 NGOs" preferred to "over 100 NGOs"

General

less than or equal to and greater than or equal to --- straight

Variables—italic

Lowercase and cap Greek letters roman

Lowercase "professor/assistant professor" when used after a name, but capitalize when it comes before the name. Exception to this rule for named professorships.

For example:

the professor

John Doe, assistant professor of political science,

Professor John Doe

John Doe, Fellow of the Royal Academy

A fellowship for…

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Math functions cos, sin, tan, cosh, sinh, tanh, log, ln, max, min—roman

In the 80s, 1980's—change to 1980s

Level of significance (probability)—*p*—lowercase, italic, no zero before decimal dot for *p* values

En-dash for ranges and also between names

Em-dash for parenthetical statements

Percentage sign used % (20%, 40% and 80% (repeat %)). (5–10%)

F (1,11)=12.88, *p*(0.01), *SE*, *SD*

Use SI units: hours, minutes

Per the style guide, most prefixes should be closed up against the root word instead of hyphenated (e.g., "underconceptualized" not "under-conceptualized"). See style sheet for exceptions.

Use numbered footnote for first page (i.e., "1"), not asterisk.

. It's best to avoid rewording as much as possible. Even changing "can" to "could", "Prior to" to "before", and deleting "Of course" could result in an author wanting to change it back at proofs.

After the abstract, the quote should be set off on a separate line, not as the last sentence of the abstract ("Of all the rights…").

 In Forum section, preserve authors' voices.

Limit the use of quotation marks around words unless they are direct quotes or refer to words as terms.

Possessives: no second "s" with names ending in "s" (e.g., Morris' not Morris's)

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Math: preserve authors' style

Publisher names. Leave publisher names as they are unless they are inconsistent. Include state abbreviations only when there could be confusion or the city or publisher is not well known. (In the cases of Lynne Rienner and Westview in Boulder, do not use CO. Also, Lynne Rienner sufficient on its own; no need to add "Publishers."

If the name of the State is given in the publisher's name (for example, University of Michigan Press), do not add the state to the location.

Names of newspapers: Per Chicago, do not italicize or capitalize the name of a newspaper in the text. For example: the *New York Times,* and the *Washington Post.* NOT *The New York Times.*

Numbers

Spell out numbers in text: 1–9. From 10 onwards, use numerals. Spell out at the beginning of a sentence except in the abstract.

1,000 (4-digit numbers with comma); 10,000 (5-digit and more with comma)

Numbers with units always in figures (5 cm, 6 kg, etc.)
Numbers that begin the sentence, title, or text headings (if possible, reword the sentence to avoid beginning with numbers) (e.g., Forty-eight percent of---, Fifteen participants, Two-hour experiment, Four patients, etc.)
Numbers with common fractions in words (e.g., one-fifth of the class, two-thirds majority, reduced by three-fourths)
Numbers universally accepted (Fourth of July, Ten Commandments)
Numbers used in combination of figures and words (e.g., 2 two-way interaction, ten 7-point scales, twenty 6-year-olds)
mid-1990s
Numbers with ordinal and cardinals treated in the same way
Seventeenth century, not 17th century
Page range in full: 189-192 NOT 189-92
Use a zero before decimal points (e.g., 0.21, 0.48); Do not use zero before decimal for "*p*" values and "*r*" values. (e.g., r (24)=−.43, *p*<.05)
   For dates, use US-style day-month-year (January 1, 2009) for all dates

Common abbreviations that do not need to be spelled out

Word list, spelling preferences, common acronyms, etc.

a	b	c
acknowledgment/s (*not* acknowledg**e**ment/s)	BA	coauthor
a historical (not an historical), but ahistorical		coeditor
anti-foreigner		coproduction, co-evolved
antifoundationalism		comparative foreign policy (CFP)
anti-globalization		counterelites
antistate		counterintuitive
anti-immigrant		counter-pole
a priori (rom.)		cross-cultural

d	e	f
double quotes	eighteenth-century	farther (with real or metaphorical distances)
database	Enlightenment	foreign policy analysis (FPA)
data set	Eastern or Western (almost all references are political; please capitalize all when editing)	
decision maker, decision making, decision-making process	email	
de-dramatizing	European Union (n.), EU (adj.)	
de facto (ital.)	*Ex-ante* (ital.)	
de-link		

g	h	i
G8	healthcare (n)	inter-epistemic, intra-epistemic
geocommercialism	health-care (adj)	Internet
great-power blocs	higher-order (adj.)	intraregional, intra-industrial
groupthink	high-salience (adj.)	intraparadigmatic
	hyper-internationalized	ipso facto (ital.)

j	k	l
		liberalism, liberal ideas Liberals, Social Democrats, Statists, and National Communist <mark>logrolling</mark>
m multireligious multiperspectivists	n neo-neo adversaries non-anticipation nondemocratic non-governmental organization nonprofit nonstate, transstate, or antistate non-agentive non-epistemological non-social science <mark>nonviolent</mark>	o Objectivistically, subjectivistically online offline <mark>ordinary least squares</mark>

p	q	r
p value (lower case "p", italic)		raison d'être
peacebulding		re-examine
peacekeeping		role taking, role-taking models
PhD		
policymakers, policymaking,		
policy-making process		
post-apartheid		
postcapitalist		
postcolonial		
Postcommunist		
Post-conflict		
postindustrial		
postmodern		
Postnationalist		
posttest		
power-sharing		
pretest		
pro-integration		
problem solving, problem-solving		
s	t	u
semiglobal	twentieth-century (adj.);	United States (n.), US
sociocultureal	twentieth century (n.)	(adj.)
superregions	three-stage least squares method	US/USA/UK – Without
Student's *t*-test—italic/*U*-test (U-cap, italic).		dots
v	w	xyz
	Webcast	
	Web site	