

## *The IS Style Guide*

Our Style Guide is based on the style conventions used by the journal *International Security* and the *Chicago Manual of Style*. The style guide below is excerpted from the *IS Style Guide*. Available at <https://www.belfercenter.org/journal-international-security/overview#!style-guide> accessed January 7, 2018

**Footnotes:** We will use footnotes and they must follow the format set forth on the following pages.

**Figures and graphs:** The author is responsible for providing camera-ready art and appropriate permissions for figures and graphs.

**Tables:** Tables need only be legible. There is no need to go into extensive formatting; They will be typeset.

**Notes:** Early in the piece, direct the reader to important previous work. Place your (*chapter*) in context by providing a note or notes that comprise a bibliography of the relevant literature. For examples, see [Robert D. Blackwill, "Conceptual Problems of Conventional Arms Control," \*International Security\*, Vol. 12, No. 4 \(Spring 1988\), n. 33](#); and [Barry R. Posen and Stephen Van Evera, "Defense Policy and the Reagan Administration: Departure from Containment," \*International Security\*, Vol. 8, No. 1 \(Summer 1983\), nn. 7, 13](#). Feel free to include argument as well as sources in your notes.

**Ours and Theirs:** (*We aim at an international publication,*) so references to "us" and "them" should be avoided in favor of specific reference to "U.S. allies," "the Japanese economy," "NATO budgets," and the like.

**American Spelling:** However international in content, we use only American spellings (defense, mobilization, armor). British spellings should be retained only in quoted material, titles, and names; otherwise all British spellings (defence, mobilisation, armour) should be converted by the author. For preferred spellings, see *Webster's Eleventh Collegiate Dictionary*. Consult the [Chicago Manual of Style, 16th edition](#), on usage, format, punctuation, and other questions not covered herein.

**Headings:** The use of headings and subheadings (to the third level) is encouraged, particularly in longer articles, to help the reader follow your argument.

**Explanation of Terms:** (...) Acronyms, colloquialisms, and terms of art may not be as well known in a decade; please provide explanations accordingly. Spell out acronyms where they first appear.

### **General Information on Notes**

See the [Chicago Manual of Style](#) for less-common citation forms.

- For subsequent citations after the first full citation of a source, see examples of short forms below. Do not use op. cit.
- State or country name should follow the place of publication if it is ambiguous (Cambridge, Mass.: Ballinger) or not widely known (Upper Saddle River, N.J.: Prentice Hall).
- Use standard abbreviation (Calif., Mass., D.C.), rather than USPS style (CA, MA).
- Anglicize foreign place names, but retain the standard English version of publisher's name (Moscow: Gospoltizdat, 1949).
- Avoid quotations, extracts, tables, and paragraphing in notes.

## Notes Format

These examples demonstrate the basic note format; when in doubt, check the *Chicago Manual of Style* and provide all bibliographic information in a format that most closely resembles the following.

## Short Citations

Albertini, *The Origins of the War of 1914*, pp. 180, 183.

Posen, "Measuring the European Conventional Balance," p. 70 n. 30.

Ibid., p. 72 [do not use if the immediately preceding note contains more than the one reference].

## Periodicals and Dailies

Barry R. Posen, "Measuring the European Conventional Balance: Coping with Complexity in Threat Assessment," *International Security*, Vol. 10, No. 3 (Winter 1984/85), p. 74.

Selig S. Harrison, "A Breakthrough in Afghanistan?" *Foreign Policy*, No. 51 (Summer 1983), p. 23.

Gerard C. Smith, "Time is Running Out," *Newsweek*, January 31, 1983, p. 8.

- Observe order and punctuation of elements.
- Include full author name and article title.
- Give volume number, issue number and date, per publication's numbering and dating system.
- Note omission of usual comma after article title ending in question mark or exclamation point.
- Note inclusion of middle initials.
- For popular periodicals and dailies carrying no volume or issue numbers, note that parentheses are not needed around the date.
- Authors and page numbers should be included when available.

## Books, Manuscripts

### Books

John J. Mearsheimer, *Conventional Deterrence* (Ithaca, N.Y.: Cornell University Press, 1983), pp. 163-164.

- Note order of items.
- Note placement of punctuation.
- Use the author's full name.
- Provide full page number, that is, pp. 163–167, not pp. 163–7:

### Article or chapter in edited volume

Edward N. Luttwak, "The Operational Level of War," in Steven E. Miller, ed., *Conventional Forces and American Defense Policy: An International Security Reader* (Princeton, N.J.: Princeton University Press, 1986), pp. 211–229.

- Note use of book's full title and subtitle

### Volume in a series

Stephen E. Ambrose, *Eisenhower*, Vol. 2: *The President* (New York: Simon and Schuster, 1985), chap. 7.

- Use chapter where appropriate.
- User Arabic numerals for volumes even if Roman in original.

### **Annual**

International Institute for Strategic Studies (IISS), *The Military Balance, 1987–88* (London: IISS, 1987).

- Note the introduction and use of acronym.

### **Multivolume work; translated and edited version**

Luigi Albertini, *The Origins of the War of 1914*, 3 vols., trans. and ed., Isabella M. Massey (London: Oxford University Press, 1952), p. 171.

“Zhongguo bu shi yi nu jiu shitai de xiangbalao” [China isn’t a bumpkin who in a fit of anger loses control], *Huanqiu shibao* [Global times], September 16, 2010.

### **Reprint/Revised/Enlarged edition**

Bernard Brodie and Fawn M. Brodie, *From Crossbow to H-Bomb* (New York: Dell, 1962; rev. and enl. ed., Bloomington: Indiana University Press, 1973).

- Note "Dell" stands alone without "Books," but full name of a university press is given.

### **Paper in a series**

Desmond Ball, *Targeting for Strategic Deterrence*, Adelphi Paper No. 185 (London: IISS, Summer 1983), p. 1.

- Note the use of IISS acronym introduced in an earlier note; "Summer 1983" per publisher’s dating system.

### **Unpublished paper or dissertation**

Alexander L. George, "Case Studies and Theory Development," paper presented at the Second Annual Symposium on Information Processing in Organizations, Carnegie-Mellon University, October 15–16, 1982, p. 2.

Stephen W. Van Evera, "Causes of War," Ph.D. dissertation, University of California, Berkeley, 1984, p. 1.

### **Government report**

Secretary of Defense Caspar Weinberger, *Annual Report to the Congress, Fiscal Year 1984* (Washington, D.C.: Government Printing Office [GPO], p. 127.

- Subsequent citations may use the GPO abbreviation.

### **Congressional reports**

Senate Committee on Foreign Relations, *The Mutual Security Act of 1956*, 84th Cong., 2d sess., 1956, S. Rept. 2273, p. 20.

- For testimony, list individual first.

### **Archival Material**

Leven C. Allen to Joint Chiefs of Staff, May 26, 1950, and memorandum for the Secretary of Defense, n.d., CCS 383.21 Korea (3-19-45), sec. 21, Records of the United States Joint Chiefs of Staff, Record Group 218, National Archives.

John F. Kennedy, "Appeasement at Munich," honors thesis, 1940, John Fitzgerald Kennedy Presidential Library (JFKL), Personal Papers (PP), box 2.

- Give the title of the cited item first and supply all the bibliographical dates necessary to permit identification and location of the source.
- Use consistent format throughout.
- Where there are repeated references to particular archives, introduce a short form for similar references in subsequent notes.

Authors are responsible for accuracy of facts and citations. The editors will raise questions and supply information to the best of our ability. We do not, however, have the staff to check the accuracy of quotations, citations, numbers, and facts; this must remain the responsibility of the author.

**IN ADDITION:**

**Publications distributed on the Internet:**

In addition to the usual information, please list the website and date accessed if applicable. Avoid citing references as web links except when the reference would be incomplete without one.

- Web links should be kept to the absolute minimum necessary.