



GUIDELINES FOR IBEI WORKING PAPERS SERIES

STYLE SHEET

Typescript

- A4 format (21 x 29.7 cm).
- Margins: top, bottom, left and right, 2.5 cm; header and footer, 1.7 cm.
- Font: Times New Roman, 11 points (Body Text); Times New Roman, 9 points (Endnotes).
- Text Alignment: justified without indentation or hyphenation.
- Line spacing: 1.5 line spacing; paragraphs should be separated by a carriage return.
- Foot/Endnotes: should be numbered consecutively in the text with Arabic numerals.
- Page Numbering: should commence on the introduction page (cover unnumbered) starting at 1. Page numbers should be centred at the bottom of the page.

Paper Structure

- Title page: informative first page cover with title of paper and subtitle (if it has any); author or authors' name(s); institutional affiliation; contact details (such as permanent address, e-mail, personal web page, telephone/fax numbers).
- Abstract: required for all submissions and should be no longer than 300 words. The abstract has to summarize the purpose of the paper, the methodology, the theoretical framework, main findings and results/conclusions.
- Keywords: a list of five to ten keywords must be provided at the end of the abstract.



Section Headings

Use the level heading system shown below. A maximum of three level headings is recommended.

- 1st level: Left aligned, font bold, 12 points and all caps. This level should be numbered in Arabic numerals (1, 2, 3, etc). **1. FIRST LEVEL EXAMPLE**
- 2nd level: Left aligned, font bold, 11 points and with a capital letter starting every new word. This level should be numbered with the double numeration system (1.1, 1.2, 1.3, etc.). **1.1 Second Level Example**
- 3rd level: Left aligned, font italics (not bold), 11 points and with a capital letter starting every new word. This level should be numbered with letters [a), b), c), etc.]. *a) Third Level Example*

Tables and Figures

Tables and figures must be inserted in their place in the text. According to the section headings, they should be numbered in Arabic numerals (1.1, 1.2, 2.1, 2.2, etc). Position table/figure numbers and headings above the table/figure. Also, position source information and notes below the table.

Use black and white since coloured items will only be accepted if they are readable when printed in black and white.

References

The Chicago Manual of Style is the preferred and recommended model for the bibliographic format of references. Full references should be cited in a bibliography list at the end of the text.



List the references in alphabetical order. When there are different citations for the same author, list them in chronological order. Likewise add a letter when there are two or more publications for the same author and the same year (1994a, 1994b, 1994c).

Follow the same bibliographical style throughout the list and make sure that all relevant and important information is mentioned as well.

A book by a single author

Author. Year. *Book Title*. Place: Publisher.

Bull, Hedley. 1977. *The Anarchical Society*. New York: Columbia University Press.

A book by two or three authors

First author, second author, and third author. Year. *Title*. Place: Publisher.

Coulombis, T.A. and J. Wolfe. 1996. *Introduction to International Relations. Power and Justice*. Englewood Cliffs, N.J.: Prentice Hall, 5th ed.

For second, third and other authors, place their first name before their last name.

Chapter from a book

Author. Year. Part of book being cited. In edited by Name. *Title of Work*, pages, Place: Publisher, Year.

Kegley, C.W and G.A. Raymond. 1995. Great-Power Relations: Paths to Peace in the Twenty First Century. In C. W. Kegley and E.R. Wittkopf. *The global agenda. Issues and perspectives*, pp. 154-169. New York: McGraw-Hill.

Article from journal

Author. Year. Article Title. *Journal title*, Volume (Issue): Pages

Giardina, A. 2001. The International Recognition and Enforcement of Arbitral Awards in the Country of Origin. *Rivista de Diritto internazionale privato e processuale*, 18 (2): 265-278.



Newspaper article

Author. Year. Article Title. *Newspaper title*, Date, Pages-Section

Kelley, Kitty. 2005. Bush's Veil Over History. *The New York Times*, October 10, 15.

Newspaper article – no author

Newspaper title. Year. Article Title., Date, Pages-Section

Le Monde. 2005. Séisme au Pakistan : le bilan dépasse 30 000 morts, les sinistrés reçoivent aide et secours. October 10, International.

Website

Author. Year. Title of work. Institution. Paper Series Collection. Website (accessed date)

Suzuki, Hideyuki. 2005. Distributor's Margins and GDP. Economic and Social Research Institute, Government of Japan. ESRI Discussion Paper 131. http://www.esri.go.jp/en/archive/e_dis/abstract/e_dis131-e.html (accessed date: October 5, 2005).

Article from an e-journal collection

Author. Year. Article Title. *Journal title*, Volume (Issue): Pages. Website

Miguel, Edward. 2004. Tribe or Nation? Nation Building and Public Goods in Kenya versus Tanzania. *World Politics*, 56 (3): 327-362. http://muse.jhu.edu/journals/world_politics/v056/56.3miguel.html.