
CONTEXTO INTERNACIONAL STYLE GUIDE*

1 PROCEDURE

Authors are expected to submit manuscripts in correct English (or Portuguese, Spanish or French) following the style guide below. Once articles have been through the review process and are accepted for publication, language and style will be checked by the journal editor(s) and copyeditor(s). Manuscripts that are insufficiently finalized will be returned to authors for further work prior to copy-editing. The copy editing by the journal will be done in track changes and the edited version of the article will be returned to the authors to allow them to attend to queries, and check and approve the editing. Authors will also be given the opportunity to check the final proofs before publication.

2 SPELLING, PUNCTUATION AND FORMATTING

2.1 SPELLING CONVENTIONS

Use British English rather than American English, unless you are directly quoting a source:

behaviour instead of behavior, centre instead of center, etc.

Use 's' spellings instead of 'z' – (normalise, paralyse).

Use hyphenated spellings (co-ordinate, not coordinate).

Use 'practice' as noun, and 'practise' as verb.

Please retain the original spelling of quoted text or titles (see 2.8 below):

The US president spoke of 'a need for a new defense policy' (Obama 2010).

2.2 SERIAL COMMA

Use the Oxford or serial comma where this aids clarity and avoids ambiguity, e.g.:

'I had lunch with my parents, Barack Obama and the Prime Minister of Australia.'

'I had lunch with my parents, Barack Obama, and the Prime Minister of Australia.'

* Updated May 2021

In scholarly writing, it helps to maintain clear distinctions between concepts. Useful Examples from the American Medical Association Manual of Style, 9th edition (1998):

'The physician, the nurse, and the family could not convince the patient to take his medication daily.'

'While in the hospital, these patients required neuroleptics, maximal observation, and seclusion.'

2.3 COMMAS AND SEMICOLONS

Use semicolons to clarify hierarchies, e.g.:

SAPO has initiated a 15–25 year strategy to minimise port delays, encourage better cooperation among shipping lines, and ensure that the supply chain has adequate capacity ahead of demand.

SAPO has initiated a 15–25 year strategy to minimise port delays; encourage better cooperation among shipping lines, cargo owners, and marine operations; and ensure that the supply chain has adequate capacity ahead of demand.

2.4 ACRONYMS AND ABBREVIATIONS

Use well-known acronyms from the start: UN, USA, EU, UK, NATO.

Otherwise, write out the term with the acronym in brackets at first mention, and use the acronym on its own thereafter:

The European Union (EU)... //The EU programme for the relocation of political refugees ...

Use 'USA' as noun, and 'US' as adjective.

In British English, abbreviations such as 'e.g.' and 'i.e.' are not followed by a comma.

2.5 DATES

9 May 2013

For dates, note that leading zeros are omitted.

2.6 PARENTHESES

Use double sets of parentheses where applicable, e.g. (see Figure 2(a)).

Use single quotes, with double quotes inside single quotes where applicable.

Use square brackets to enclose an author's comment within a quote, e.g. [sic]; [emphasis added]

2.7 CAPITALISATION

Capitalise specific titles, but lower-case otherwise:

Prime Minister John Smith ... the British prime minister, John Smith ...

President Barack Obama ... American presidents live in the White House ...

The West, the East; but western values, eastern culture

South Africa; southern Africa; Southern African Development Community; the south of Scotland

South East Asia; Western Europe

The Global South/North (capitalisation of 'Global' is now widely accepted in this term)

2.8 QUOTED TEXT

Retain original punctuation and spelling. Should the quoted text contain obvious errors, insert [sic].

Short quotation: Place in single quotation marks, with double quotation marks within single quotation marks where necessary.

Long quotations (40 words or more): Place in indented paragraph or paragraphs, in smaller type, with space above and below. Do not open and close with quotation marks. Use single quotation marks for a quotation within the quotation. If the quotation does not start with a capital letter, insert it in angle brackets:

[T]his is a long quote of more than 40 words inserted into a paper, and therefore presented as an indented paragraph. This is more content in the long quote of more than 40 words. 'This is a quote within the long quote, placed within single quotation marks' as per the rule suggested above (Smith 2013: 34).

2.9 MONEY AND CURRENCIES

Use currency symbols and numerals for specific sums of money, but write out the names of currencies in general references: US\$300; the US dollar fell to an all-time low.

\$150m, not \$150million

Note that the terms dollar, pound, peso, etc are not capitalised.

2.10 NUMBERS/FIGURES

Write out from one to nine; use numerals for 10 and over. Write out at start of sentence, e.g.: Thirty-nine students attended the class in the first semester.

If necessary, e.g. for large figures, rework the sentence:

A total of 15 456 students enrolled at the university in 2015 ...

No commas in numbers but spaces for very large numbers, e.g: 4503 students, 450 334 000 books

Use decimal points in numbers, e.g.: 234345.65

2.11 UNITS OF MEASUREMENT

Use standard abbreviations when accompanied by a number but spell out the word when not.

15 km; the road was several kilometres longer than the highway.

6 cm, not 6 centimetres or six cm.

2.12 PERCENTAGES

Use the symbol when referring to percentages.

15%, not 15 per cent or 15 percent

2.13 HYPHENATION

Use hyphens for compound words that act as adjectives but do not hyphenate noun forms of compound words.

well-known brands of coffee; his views are well known

an up-to-date account; the figures are up to date

a court martial; to court-martial

In the long term; long-term plan

broad-based; broadly based

close-knit; closely knit

the right wing; right-wing principles

one person, one vote; one-person, one-vote system

The school is two-thirds full; two thirds of learners did not attend.

However, note the following exceptions:

Socioeconomic, neoliberal, macroeconomic

She is from the town of Newark-on-Trent

Conference participants continued to build up tension ... // There was a build-up of tension before the conference ...

2.14 SINGULAR AND PLURAL

Governments, political parties, companies (Johnson & Johnson) and partnerships (Skidmore, Owings & Merrill) take singular verbs. So do countries even if their names seem plural (the Netherlands). United Nations is also singular. So are dynamics, economics, physics, politics and statics when being used generally, without the definite article (e.g., 'politics is the art of the possible').

However, '-ics' words are plural when preceded by 'the', or 'the' plus an adjective, or a possessive (e.g., The politics of Afghanistan have a logic of their own.) Basics, graphics, tactics and statistics are all plural (e.g., statistics show that...)

However, while data is formally plural, plural verbs are often clumsy, and singular verbs are now generally accepted: 'The data shows that ... the data indicates that ...'

2.15 NON-SEXIST AND INCLUSIVE LANGUAGE

Except when referring to specifically gendered persons or groups of people, try to avoid using 'he/him/his' or 'she/her/her' to refer to people generically or universally, e.g.:

The male soldier saluted his superior; the soldier saluted the superior officer.

To avoid sexist language, use 'his or her' or 'him or her' when necessary, or change the sentence to plural if possible for more inclusive (non-binary) language, e.g.:

Each guerrilla warrior entered her or his village triumphantly; the guerrillas entered their villages triumphantly.

Using 'they/their/them' as a singular term is now widely accepted when a person's preferred pronouns are unknown, e.g.:

The LGBTQ activist spoke of the difficulty of obtaining their new passport.

2.16 NOTES

Notes should be listed consecutively at the end of the article (endnotes), and clearly marked in the text at the point of punctuation by superscript (superior) numbers. Endnotes should be used for clarification purposes only.

2.17 SUBMISSION FORMAT

The first letter of all words in the title of submissions must be capitalised. Exceptions are prepositions, articles, and conjunctions (unless they are the first or last word of the title).

Headings must be in bold and subheadings in italics

Only the first word of the section titles must be capitalized. This same rule applies to table and figure titles.

Keywords must be written in lower case, except for proper nouns.

2.18 GENERAL

Please note the following common questions of usage.

Health care, not healthcare.

World view, not worldview

While, not whilst

Among, not amongst

Context in which, not within which

Between = between two entities; among = among more than two.

Alternatives are choices between two things; options are choices among more things

1990s, not nineties or Nineties

More than 300, not over 300

Under way, not underway

Critical situation; vital or crucial factor.

3 CITATION AND REFERENCING SYSTEM

Contexto Internacional uses the Harvard referencing system. In this system, the author's surname, year of publication (and sometimes page numbers) are cited in the text, and a full bibliographic reference is provided in a reference list at the end of the manuscript. A basic example follows:

In-text citation

'An effective structure is important' (Redman 2006: 22).

Redman (2006: 22) has noted that an effective structure is important.

As Redman (2006: 22) has noted, '[a]n effective structure is important.'

Note that citations that follow the third format must include the end punctuation inside the quotation marks.

Reference

Redman, P. 2006. *Good Essay Writing: A Social Sciences Guide*. 3rd ed. London: Open University.

Do not use op cit, loc cit, ibid, or supra. Repeat the author's name and date for repeat references.

3.1 TEXT CITATIONS

3.1.1 Single author

When referring to an author's whole work in your text, it is sufficient to provide the name, followed by the year of publication:

Cormack (1994) has noted that...

However, where you are mentioning a particular part of the work, or providing a direct quote, a page reference should be included.

Cormack (1994: 32) states that 'when writing for a professional readership, writers invariably make reference to already published works.'

'Writers should be encouraged to reference published research when addressing professional readership' (Cormack 1994: 32).

3.1.2 Two or more individual authors

Smith (1946), Collins (1947) and Jones (1948) have shown ...

Recent research (Collins 1998; Brown 2001; Davies 2008) shows that... (also see Collins 1998; Brown 2001; Davies 2008).

The references should be cited in chronological order.

3.1.3 Two or three joint authors

List names in order as given on the original work.

In their most recent work, White and Brown (2004) found...

According to Green, Harris and Dunne (1969) ...

Recent research (White and Brown 2004) suggests that...

Further research (Green, Harris and Dunne 1969) showed ... (also see Smith 2003; White and Brown 2004).

3.1.4 Four or more joint authors

Green et al. (1995) found that the majority ...

Recent research (Green et al. 1995) has found that the majority of ...

BUT: Cite all the authors in full in the reference list.

3.1.5 Several works by one author in different years

Cite this in chronological order:

as suggested by Patel (1992, 1994) who found that...

research in the 1990s (Patel 1992, 1994) found that...

... (see Patel 1992, 1994: 32; Smith and Jones 2008).

3.1.6 Several works by one author in the same year

Dunn (1993a)

Dunn (1993b)

... (see Dunn 1993a, 1993b; Smith 2008).

Use these dates in the list of references.

Dunn, P. 1993a. *Title Title Title* ...

Dunn, P. 1993b. *Title Title Title* ...

3.1.7 Chapters and journal articles

Cite the author or the chapter or article and not the authors of the edited work.

In his work on embedded liberalism, Ruggie (1991) states...

If the original reference is not available, cite as follows:

Ruggie text text text(cited in Smith and Jones 1993: 43).

Text text text ... (Ruggie, cited in Smith and Jones 1993: 43).

Or: Smith and Jones (1993: 32) quote Ruggie as saying: 'quote.'

3.1.8 Corporate and in institutional authors

Cite the organisation as the author. Standard abbreviations may be used. However, provide the full name followed by the abbreviation in the list of references.

Text text text (IMF 2003)

The IMF (2003) has reported that ...

In the reference list, insert:

International Monetary Fund (IMF). 2003. Title Title Title. IMF, Washington, D.C., 11 January....

3.1.9 Authorless articles or studies:

Cite source or institution as the author.

Text text text (The Agrarian 1995).

Text text text (Institute for Political Studies 1995)

3.1.10 Personal communications:

... sentence sentence (John Smith, 1995, personal communication)

Cite this only in the text. Do not include in the list of references.

3.1.11 Websites

Where possible, treat items on websites like other authors and publications, and provide a complete reference in the list of references, including a URL. Otherwise, where this is useful: The BBC website states that text text text...

3.2 LIST OF REFERENCES

3.2.1 General

Title this 'References' only.

Capitalise the first letter of every word in all titles and subtitles, whether these are books, book chapters or journal articles. Exceptions are prepositions, articles, and conjunctions (unless they are placed right after a colon, or where they are the first or last word of the title).

Titles of book chapters and journal articles in inverted commas in roman text. Titles of books in italics. Unpublished works in inverted commas or roman text.

Omit 'Publishing Company', 'Ltd', 'Publishers', etc.

3.2.2 Book(s) with one author

Baldwin, D A. 1989. *Paradoxes of Power*. Oxford: Blackwell.

Allison, G T. 1971. *Essence of Decision: Explaining the Cuban Missile Crisis*. Boston: Little Brown.

3.2.3 Books with two or more authors

Gill, S and D Law. 1988. *The Global Political Economy*. Brighton: Harvester Wheatsheaf.

Gill, S, D Law, P Green and J Stiglitz. 1988. *The Global Political Economy*. Brighton: Harvester Wheatsheaf.

3.2.4 Multiple works by the same author in the same year

Soros, G. 1966a. *The Road to Serfdom*. Chicago: University of Chicago Press.

Soros, G. 1966b. *Beyond the Road to Serfdom*. Chicago: University of Chicago Press.

3.2.5 Individual works before co-authored works

Brown, W. 2012. *Title Title Title ...*

Brown, W and S Jones. 2014. *Title Title Title ...*

3.2.6 Edited works

Rotker, S (ed). 2002. *Citizens of Fear: Urban Violence in Latin America*. New Brunswick: Rutgers University Press.

Guzzini, S and I B Neumann (eds). 2012. *The Diffusion of Power in Global Governance: International Political Economy Meets Foucault*. Houndmills: Palgrave Macmillan.

3.2.7 Chapters in edited books

Waever, O. 1996. 'The Rise and Fall of the Inter-Paradigm Debate.' In S Smith, K Booth and M Zalewski (eds), *International Theory: Positivism and Beyond*. Cambridge: Cambridge University Press, pp. 149-185.

Graz, J C and A Nölke. 2012. 'The Limits of Transnational Private Governance.' In S Guzzini and I B Neumann (eds), *The Diffusion of Power in Global Governance: International Political Economy Meets Foucault*. Houndmills: Palgrave Macmillan, pp. 118-40.

3.2.8 Journal articles

Cohen, B J. 2010. 'Are IPE Journals Becoming Boring?' *International Studies Quarterly* 54 (4): 887-891.

Onuf, N and F F Klink. 1989. 'Anarchy, Authority, Rule.' *International Studies Quarterly* 33 (2): 149-173.

3.2.9 Undated publications

Smith, J. n.d. *Title Title Title ...*

3.2.10 Reprinted books/historical works

Hirschman, A O. [1945] 1980. *National Power and the Structure of Foreign Trade*. Berkeley: University of California Press.

Marx, K. [1867] 2008. *Das Kapital*. Place: Current publisher.

3.2.11 Newspaper and magazine articles

List under author if the author is named. Otherwise list under title of newspaper or magazine.

Slapper, G. 2005. 'Corporate Manslaughter: New Issues for Lawyers.' *The Times*, 3 September.

The Times. 2005. 'Corporate Man Slaughter: Responses from the Legal Profession.' 8 September.

3.2.12 Conference papers

Clark, J and P Smith. 2010. 'Latest Research on Car Exhaust Manifolds.' Paper delivered at International Conference on Strain Analysis. London, UK, 23-25 September.

3.2.13 Conference speeches and reports

UNDESA. 2005. *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

Brown, J. 2005. 'Evaluating Surveys of Transparent Governance.' In UNDESA, *6th Global Forum on Reinventing Government: Towards Participatory and Transparent Governance*. Seoul, Republic of Korea, 24-27 May. New York: United Nations.

3.2.14 Reports

Ministry of Defence [UK]. 2015. *The United Kingdom's National Certificate Policy for Extended Access Control for Biometric Residence Permits*. London.

Ministry of Defence [UK]. 2015. *The United Kingdom's National Certificate Policy for Extended Access Control for Biometric Residence Permits*. London. At https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/426470/UK_National_Certificate_Policy_for_EAC_BRPs_version_2_5.pdf [Accessed on 8 May 2015].

Department of State [USA]. 1997. *Patterns on Global Terrorism 1996*. At <https://1997-2001.state.gov/global/terrorism/1996Report/1996index.html> [Accessed on 5 March 2018].

Ministry of Foreign Affairs [Brazil]. 2001. *Title Title...*

3.2.15 Theses/dissertations

Clark, J. 2001. *Referencing Style for Journals*. PhD Thesis, University of Leicester, UK.

Richmond, P. 2005. *Customer Expectations in the World of Electronic Banking: A Case Study of the Bank of Britain*. PhD thesis, Anglia Ruskin University, UK.

Fisher, W. 2008. *The Legacy of Leadership - A Study of Leadership Influence within a Single Organisation*. PhD thesis. University of Sheffield, UK. At uk.bl.ethos.489114 [Accessed on 30 June 2012].

3.2.16 e-books

Mirowski, P. 2011. *Science-Mart: Privatizing American science*. [Kindle DX version] Cambridge: Harvard University Press. Amazon.co.uk. <http://www.amazon.co.uk>.

3.2.17 Web references

Websites and material placed on websites are still publications. Treat these like all other publications and add web references. Use [online] where useful and applicable.

Marques, J and A Spanakos. 2014. 'South-South Relations and the English School of International Relations.' *Revista Brasileira de Política Internacional* [online]. 4 May. At http://www.scielo.br/article_plus.php?pid=S0034 [Accessed on 8 May 2015].

Coney, J. 2009. 'HBC Vows to Lend £1billion to Homebuyers with 10% Deposits.' *Daily Mail* [online]. 9 June. At <http://www.dailymail.co.uk/news/article-1168461/HSBC-vows-lend1billion-homebuyers-10-deposits.html> [Accessed on 20 June 2009].

Daily Mail [online]. 2015. 'Title of Article or News Report.' 3 September. At <http://www.dailymail.co.uk/news/article-1168461/ls-start-new-home-loan-war-HSBC-vowslend-1billion-homebuyers-10-deposits.html> [Accessed on 5 September 2015].

WTO [online]. 2015. The Doha Round. 3 May. At <https://www.wto.org/english.htm> [Accessed on 8 May 2015].

3.2.18 Working papers and policy briefs

Malter, D. 2014. '*Eclipsed and Confounded Identities: When High-Status Affiliations Impede Organizational Growth*'. Harvard Business School Strategy Unit, Working Paper No. 15-019. Available at <http://dx.doi.org/10.2139/ssrn.2505184> [Accessed on 10 February 2015].

Palik, J, S A Rustad, K B Harpviken and H M Nygård. 2020. '*Conflict Trends in the Middle East, 1989–2019*'. PRIO Conflict Trends, Policy Brief No. 2. At <https://www.prio.org/utility/DownloadFile.ashx?id=2163&type=publicationfile> [Accessed on 12 January 2020].

3.2.19 Agreements, conventions, pacts and treaties

Convention on the Rights of Persons with Disabilities [Online]. 2006. New York, 13 December 2006. At <https://treaties.un.org/doc/publication/UNTS/Volume%202515/v2515.pdf> [Accessed on 12 January 2020].

3.3 INTERVIEWS AND EMAIL COMMUNICATIONS

Cite single or a small number of interviews in text only.

(John Smith, interview by author, 3 May 1995).

As John Smith has remarked, text text text (interview by author, 3 May 1995).

As John Smith told the author (interview, 3 May 2015), text text text

In case of a series of interviews:

Create a separate section after the list of references entitled **Interviews**.

Entries as follows:

Smith, John. 2015. Personal interview by author/name of author or interviewer. London. 3 May.

Smith, J. 2015. Telephonic interview by author/name of author or interviewer. London. 3 May.

Text citation:

(Smith, interview, 2015).

As Smith (interview, 2015) has remarked