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# CONTEXTO INTERNACIONAL STYLE GUIDE

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## 1 PROCEDURE

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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 copy-editor(s). Manuscripts that are insufficiently finalized may 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

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### 2.1 SPELLING CONVENTIONS

Use British English rather than American English:

behaviour instead of behaviour, 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.

### 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.'*

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

*'Outcomes result from a complex interaction of medical care and genetic, environmental, and behavioral factors.'*

*'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 co-operation 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 co-operation 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.

## 2.5 DATES

9 May 2013

## 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

The global South / North

South East Asia; Western Europe

## 2.8 QUOTED TEXT

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

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

Long quotes (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 quote within the quote. If the quote 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, e.g.: 450 334 000

Use decimal commas in numbers, e.g.: 234345,65

## 2.11 UNITS OF MEASUREMENT

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

6 cm, not 6 centimetres or six cm.

## 2.12 PERCENTAGES

15%, not 15 per cent or 15 percent

## 2.13 HYPHENATION

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

Socioeconomic, neoliberal, macroeconomic

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

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 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 superior numbers. Endnotes should be used for clarification purposes only.

## 2.16 GENERAL

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.

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

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*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' (Redman2006:22).

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

#### ***Reference***

Redman, Peter. 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’ (Cormack1994:32).

### **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: 22; Davies 2008).

The references should be cited in chronological order.

### **3.1.3 Two or three joint authors**

List names in order 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 andDunne1969) 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 al1995) 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,b; Smith2008).

Use these dates in the list of references.

Dunn, Peter. 1993a. *Title Title Title* ...

Dunn, Peter. 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 asdf asdf asdf asdf asdf asdf ... (cited in Smith and Jones 1993: 43).

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

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

### ***3.1.8 Corporate and in institutional authors***

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

Asdf asdf asdf asdf asdf (IMF 2003)

The IMF (2003) has reported that ...

### ***3.1.9 Authorless articles or studies:***

Cite source or institution as the author.

Asdf asdf asdf asdf (*The Agrarian* 1995) ...

Asdf asdf asdf asdf a (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 asdf asdf asdf ...

## **3.2 List of References**

### ***3.2.1 General***

Title this 'References' only.

Book titles and subtitles in title case.

Titles of book chapters and journal articles in inverted commas and upper and lower case.

Published works in italics. Unpublished works in interted commas or roman text.

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

### **3.2.2 Book(s) with one author**

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

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

### **3.2.3 Books with two or more authors**

Gill, Stephen and David Law. 1988. *The Global Political Economy*. Brighton: Harvester Wheatsheaf.

Gill, Stephen, David Law, Phillip Green and Joseph Stiglitz. 1988. *The Global Political Economy*. Brighton: Harvester Wheatsheaf.

### **3.2.4 Multiple works by the same author in the same year**

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

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

### **3.2.5 Individual works first**

Brown William. 2012. *Title Title Title ...*

Brown, William and Sarah Jones. 2014. *Title title Title ...*

### **3.2.6 Edited works**

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

Guzzini, Stefano and Iver 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, Ole. 1996. 'The rise and fall of the inter-paradigm debate'. In Steve Smith, Ken Booth and Marysia Zalewski (eds), *International Theory: Positivism and Beyond*. Cambridge: Cambridge University Press, pp. 149-185.

Graz, Jean-Christophe and Andreas Nölke. 2012. 'The limits of transnational private governance'. In Stefano Guzzini and Iver B. Neumann (eds), *The Diffusion of Power in Global Governance: International Political Economy Meets Foucault*, pp. 118-40. Houndmills: Palgrave Macmillan.

### **3.2.8 Journal articles**

Cohen, Benjamin J. 2010. 'Are IPE journals becoming boring?' *International Studies Quarterly* 54 (4): 887-91.



Onuf, Nicholas and Frank F Klink. 1989. 'Anarchy, authority, rule'. *International Studies Quarterly* 33 (2): 149-73.

### **3.2.9 Undated publications**

Smith, John. n.d. *Title Title Title ...*

### **3.2.10 Reprinted books / historical works**

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

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

### **3.2.11 Newspaper and magazine articles**

Slapper, Gary. 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, John and Peter 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 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, John. 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 2005. 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](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]

### **3.2.15 Theses / dissertations**

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

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

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

### 3.2.16 e-books

Mirowski, Philip. 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, Joseph and Anthony 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](http://www.scielo.br/article_plus.php?pid=S0034) [Accessed on 8 May 2015].

Coney, James. 2009. 'HBC vows to lend £1bnto homebuyers with 10% deposits'. *Daily Mail* [online]. 9 June. At <http://www.dailymail.co.uk/news/article-1168461/HSBC-vows-lend-1billion-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/Is-start-new-home-loan-war-HSBC-vows-lend-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].

## 3.3 Interviews and Email Communications

**Cite single or few interviews por in text only.**

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

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

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

**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, John. 2015. Telephonic interview by author / name of author or interviewer. London. 3 May.

**Text citation:**

(Smith, interview, 2015).

As Smith as remarked (interview, 2015)

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