International Studies Association Formatting Policies

General

The entire document, including footnotes but excluding figures and tables, must be one-and-a-half-(preferred) or double-spaced.

Headings

Primary and secondary text headings should be centered. Primary headings should be boldface; secondary headings should be italicized.

Quotations

Quotations must correspond exactly with the original in wording, spelling, and punctuation. Short quotations within the text must be noted by quotation marks; longer quotations or extracts should be indented from the left margin and require no quotation marks. Changes and additions to quotations must be identified by bracketing; ellipses (...) must be used to identify omissions; emphasis added must be indicated. Quotations must specify the page or location of the quote.

Notes

All notes must be footnotes, not endnotes, with their location in the text clearly marked by superscript numbers.

Figures and Tables

Figures and tables must be placed in-line and as close as possible to the first reference made in the text. Tables should be formatted for legibility and comprehensibility. See, for example, the Chicago University Press guidelines at http://www.press.uchicago.edu/infoServices/prep-table.html.

Citations

Citations should be as specific as possible, citing particular chapters, sections, page numbers, or locations whenever possible, including electronic sources. All citations should be specified in the text in the following manner:

(a) If the author is named in the text, cite by year of publication: Emile Durkheim (1966) has suggested...
(b) If the author is not named in the text, cite by last name and year of publication: It has been noted (Zinnes 1979) that...
(c) If necessary, pagination should follow the year of publication, separated by a colon: It was argued (Modelski 1983:22) that by...
(d) Dual authors should be joined by "and", multiple authors should be listed in full on first citation and indicated by et al. thereafter:
Other approaches (Snyder and Diesing 1977:392–97) concede... Some have argued (Downs, Rocke, and Barsoom 1996)… But they assume (Downs et al. 1996:380–1) that...

(e) If an author has multiple references for any single publication year, indicate specific works by use of lower case letters:

On the one hand (Lacan 1974a:45; Derrida 1977b:22) it is...

(f) Series of references should be enclosed within parentheses, ordered alphabetically by author, and separated by semicolons:

Proponents of the position (George 1982; Holsti 1983, 1984; Starr 1983)...

(g) Citations from electronic sources: Citations for information found on the World Wide Web, an e-mail message, a listserv message, or other electronic forms should follow the common in-text pattern of author, year and, if available, the page number. If the electronic source does not have page numbers, authors should use internal divisions such as section numbers, locations, or chapter headings to assist the reader in finding the original information.

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(h) Repeat citation each time it is necessary. Avoid "ibid.," "op. cit.," or "supra." Be sure that every cited work is included in the reference section and that the spellings of the authors' names and dates of publications are accurate in both citations and references.

References

A reference section must be included and should begin on a new page following the text. Works should be listed alphabetically by author, or by institution or title of any material not attributed to a specific author or authors. Full author names should be used unless the original work itself used initials. References should conform to the following format:

Books

References to books should list author(s), year, title, place of publication, publisher. Chapter, location, and page numbers should be in the citation, not the reference. If an electronic edition was consulted, the type should be indicated at the end of the reference:


**Journal Articles**

References to journal articles should list author(s), year, and title of article, journal name, volume and issue, and inclusive pages:


**Articles in Edited Volumes**

References to works in edited volumes should list author(s), year, essay title, volume title, volume editor(s), inclusive pages, place of publication, and publisher:


**Monographs**

Reference to monographs in a series should list author(s), year, title, series title, place of publication, and publisher:


**Newspaper and Magazine articles**

References to newspaper and magazine articles should list author(s), year of the article, title, magazine or newspaper, and month and day. For an author-less article, use a short version of the title for the in-text citation, e.g., (Why Vote at All? 1980:14)


**English Translations**

References to English Translations should list author(s), date, title, and translator’s Name etc. (see example below):

Sources in Foreign Languages

References to sources in foreign languages should list the translated titles of books and long articles (in brackets, not underlined); do not translate the names of well-known periodicals. Romanized or foreign language words after the first work (except for proper names and for nouns in German) ordinarily begin with small letters.

Government Documents

References to Government Documents should list author(s), year, title and the term, session, month and day, place of publication, and publisher:


United Kingdom. (1879) Hansard Parliamentary Debates. 3rd ser., vol. 249.

Electronic Sources

World Wide Web: The reference listing for a web citation should contain the author's name, if available; year of publication or last revision; title of document; title of complete work or site (if applicable), underlined; URL, in angle brackets; month and day of publication/last revision or access if date of publication/last revision is unavailable, in parentheses, with the type of date indicated if other than publication:


Email Message: To document an email message, you need to provide the author's name; the year of publication; the subject line from posting; the type of communication (personal email, distribution list) in square brackets; and the date of the message.

Newsgroup Message: To document a newsgroup message, you need to provide the author's name; the year of publication; the subject line from posting; the name of the newsgroup; and the month and day of publication.


Television and Radio Programs

References to television and radio programs should list the station, date, and title of show:


Paper presented at a meeting or conference

Papers presented at meetings or conferences should include the author name(s), year, title of the paper, meeting title, and location, as well as month and day at the end, if available.