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- Adelphi Papers should be submitted as a Word document by email. Authors should include their full affiliation, appointments, address, telephone and fax numbers and email address. Where there is more than one author, the author to whom proofs should be sent should be indicated.

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- All documents should be submitted in PC-compatible Word format (not as '.wps' files, which cannot be opened in Word). There is no need to save documents in Rich Text Format. Line spacing should be 1.5 between sentences.
- Adelphi Papers are normally limited to 28,000 words. You should not submit a manuscript of more than 30,000 words.
- The text should be preceded by a context-setting introduction and concluded with a policy-relevant, forward-looking summary.
- All Adelphi Papers need to be appropriately edited. While the editing process will be conducted in consultation with the author, the IISS reserves the right to decide on the proper content of each Adelphi Paper.
- A Table of Contents and Glossary of abbreviations should be provided.
- British spelling is used as standard.

Exception 1: official titles or names, when the US spelling is used, e.g., the US Department of Defense, the Japanese Defense Agency.

Exception 2: direct quotations from text sources. The original punctuation and spelling is retained.
- Dates should follow the format 20 December 2004 not December 20, 2004. The 1990s, not the nineties.
- All quantities must be given in metric values. The following website is useful: <http://www.concrete.com/calculatorsconversion.htm#length>.
- Subheadings should be used wherever possible.
- All acronyms must be spelled out at first mention (except for very common ones: EU, the UN, NATO, the US, GDP).
- Please also note that there are no full stops in acronyms or titles: US, Dr, EU.
- Full names and titles required at first mention: the British Prime Minister Tony Blair, subsequently Blair.
- Maps and tables should be of sufficiently high quality to enable reproduction by the publications department and will be submitted as proofs for inspection.
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Examples of Note Styles

I. Books

Book citations should follow the basic format:

Author, *Title* (place of publication: publisher, year of publication), page reference(s)

If the publisher is American, the name of the town or city in which the company is based should be followed by the postal abbreviation: Boston, MA; New Haven, CT. The only exception is New York. Note IISS house style is Washington DC, **not** Washington, D.C.

Ibid. is used, but not *op. cit.*

- 1 Paul R. Pillar, *Negotiating Peace: War Termination as a Bargaining Process* (Princeton, NJ: Princeton University Press, 1983), pp. 25–32.
- 2 *Ibid.* p. 33.
- 3 IISS, *The Military Balance 2004/5* (Abingdon: Taylor & Francis for the IISS, 2005), pp. 127, 137.
- 4 Paul R. Pillar, *Negotiating Peace*, p. 33.

II. Chapters in Edited Books

- 1 Martin Edmonds, 'Civil War, Internal War and Intrasocietal Conflict', in Robert Higham (ed.), *Civil Wars in the Twentieth Century* (Lexington, KY: University Press of Kentucky, 1972), pp. 11–26.
- 2 I. William Zartman, 'Conclusions: The Last Mile', in Zartman (ed.), *Elusive Peace: Negotiating an End to Civil Wars* (New York: New York University Press, 1993), p. 182.

III. Journal Articles

- 1 Desmond Ball, 'Arms and Acquisitions in the Asia-Pacific Region', *International Security*, vol. 18, no. 3, winter 1993–94, p. 42.
- 2 Richard K. Betts, 'Vietnam's Strategic Predicament', *Survival*, vol. 37, no. 3, autumn 1995, p. 132.

IV. Newspaper Articles

- 1 Bernard Gray, 'All the World's Serious Wars Were Civil Wars Last Year', *Financial Times*, 14 June 1996, p. 6.
- 2 David Keen, 'When War Itself is Privatised', *Times Literary Supplement*, 29 December 1995, pp. 13–14.

V. Government Reports

- 1 'Trilateral Statement by the Presidents of the US, Russia and Ukraine', *US Department of State Dispatch Supplement* (Washington DC: US Government Printing Office, 1994), pp. 19–20.
- 2 US Senate Foreign Relations Committee Hearing, *US Policy Toward Iran and Iraq*, 104th Congress, 1st Session (Washington DC: US Government Printing Office, 1995), p. 21.

VI. Conference Papers

- 1 Stephen J. Stedman, 'UN Intervention in Civil Wars: Imperatives of Choice and Strategy', paper presented to the conference 'Beyond Traditional Peacekeeping', Naval War College, Newport, RI, 23–24 February 1994, p. 13.
- 2 Bartosz Węglarczyk, 'The Military and the Media: The Polish Case', paper presented to the IISS workshop 'Civil-Military Relations in Central Europe', Budapest, 23–24 March 1996, p. 4.

VII. Broadcasts

- 1 Sermon by Hashemi Rafsanjani, *Voice of Islamic Republic of Iran*, Tehran, 8 March 1981, in BBC Summary of World Broadcasts, The Middle East (SWB/ME) 1007 A/ 10, 11 March 1991, p. 3.
- 2 Interview with Foreign Minister Yevgeni Primakov, First Channel Network, Moscow, 29 March 1996, in Foreign Broadcast Information Service (FBIS), *Daily Report*, SOV-96-115, 1 April 1996, p. 12.

VIII. Foreign Citations

Foreign book and newspaper titles should appear in the original language and not be translated. Russian, Arabic, Japanese and other languages with different scripts should be transliterated, but not translated.

- 1 Goskomstat Rossii, *Rossia v tsifrakh: kratkii statisticheskii sbornik* (Moscow: Finans i Statistika, 1996), pp. 142–43.
- 2 Fariba Adelkhalla, 'La République entre Fauteuils et Tapis', in Adelkhalla, François Bayart and Olivier Roy, *Thermidor en Iran* (Paris: Editions Complexe, 1993), p. 82.

IX. Interviews

- 1 Interview with Colonel Vladimir Kmec, Ministry of Defence, Bratislava, May 1996.
- 2 Private communication.

X. Internet Sources / Citation of URLs

It is the author's responsibility to ensure that the URLs cited are correct. URLs can either be given in full (including htm/PDF suffix, otherwise the link will not work) OR a 'base' website from which a reader can reasonably be expected to locate the required document, e.g., <http://www.dod.gov/speeches/secdef.html>

For long URLs, please 'copy and paste' the site name from your browser menu bar rather than trying to copy it manually – this saves editorial time in tracking down the correct URL later.

Links to search results usually don't work and are not valid as URL references.

If online information has been accessed via a subscription-only service, you need to name this service as part of the reference, e.g. Lexis-Nexis.

There is no need to give the date of access. It is inevitable that some URLs will 'expire' in the future (just as books go out of print), but all will have been functioning and valid at the time of editing.

The assistant editor will check all URLs. If she cannot access them, the author will have to find an alternative reference.

- 1 See 'International Security - Making Progress in Uncertain Times', speech by The Hon Alexander Downer, Australian Minister for Foreign Affairs, to the IISS, London, 5 July 2004, <http://www.iiss.org/showdocument.php?docID=400>
- 2 For more information on the IISS, see www.iiss.org

XI. Unpublished Manuscripts

- 1 Ramesh Srivastava, 'Framework of Guidelines for the Reintegration of Demobilised Combatants' (draft), International Labour Organisation, Geneva, 1995, p. 74.
- 2 Joe Bloggs, 'The New World Order', unpublished paper, May 2003.