Notes for Contributors to STAIR

The Editors of St Antony's International Review (STAIR) welcome submission of material for consideration as a main article adhering to the designated theme of one of our advertised issues. A maximum of two articles, not including a maximum of two book reviews, can be submitted.

Article submissions should be between 5,000 and 8,000 words in length, and Book Reviews are accepted in the range of 1,500 to 2,000 words (in both cases, not including endnotes and bibliography). It is the author's responsibility to provide an accurate total word count.

Authors should submit work by e-mail to **stair.journal@politics.ox.ac.uk**.

Peer-Review:

All manuscripts submitted by the submission deadline are eligible for peer-review. STAIR is a double-blind peer-reviewed journal, and contributors should allow time for the peer review process to take place. Our editing and peer-review period is typically two months following the submission deadline. After initial quality control by STAIR editors (pertaining, for instance, to length and writing quality), STAIR distributes submissions to peer reviewers with subject area expertise directly relevant to the submission. We aim to engage 3 anonymous reviewers per submission. Peer review edits are shared as promptly as possible. All STAIR peer reviewers are either Doctoral Candidates Academics (tenured, non-teaching, sessional, or emeriti).

In cases where peer-reviewers are not unanimous in their verdict on a submission, we typically aim to solicit additional input from additional reviewers. In cases where we choose between publishing two submission and one has unanimous approbation and the other does not, we tend to favor the former. Submissions with only a single recommender for publication are rarely published.

Citing sources:

STAIR aims to provide an accessible forum for critical discussion, appealing to a wide audience of established scholars, practitioners, and graduate students. We stipulate that footnotes should be kept to a minimum. **Citations should be given as endnotes at the end of the whole article, not as footnotes at the foot of each page.** References should give full bibliographical details, including place of publication and publisher, at first mention.

Notes which do not contain citations (e.g., commentary on the text) should be avoided, if at all possible, but if required should be signalled serially by superscript alphabetic symbols and given as footnotes at the foot of each page. Prospective authors should follow the guidelines for the 'humanities style' set out in **The Chicago Manual of Style, 17th Edition** (Chicago: University of Chicago Press, 2017); in addition, references to chapters from a book and to journal articles should include the beginning and ending page numbers at first mention.

Manuscript preparation

1. Include a short abstract of the article of no more than three hundred (300) words following the Cover Page numbered in Roman Numerals.
2. Double-space text in 12-point Times New Roman font, except for quotes of 5+ lines which should be indented on both sides and single-spaced in.
3. Tables and figures need not be on separate pages and should be inserted following the paragraph of first mention.
4. Appendices are permitted and do not detract from the world limit. They must be labeled, referenced in text, and data therein cited in a distinct section within the bibliography.
5. Number pages beginning at 1 after the Cover Page and Abstract.

Diction

We prefer spellings to conform to the 11th Edition Revised of the Concise Oxford English Dictionary (Oxford: Oxford University Press, 2008).

1. Offer your readers vigorous, concise prose in the active voice. Choose vivid verbs and expressions that clearly communicate your meaning. Avoid excessive use of 'insider' jargon. Use gender-neutral language.
2. Use -ize in preference to -ise as a verbal ending (e.g. realize, specialize). Note, however, several words correctly end in -ise (e.g. advertise, exercise); note also analyse (English spelling), not analyze (American). Elsewhere, wherever possible, indigenous spelling should be used, such as Milošević rather than Milosevic. Double-check the spelling of non-English words.
3. All acronyms or non-obvious abbreviations should be spelled out, then referred to in their abbreviated form from than onwards. For instance, United Nations Assistance Mission for Rwanda, thereafter UNAMIR. In general, abbreviations appear without periods, e.g., US, not U.S.
4. One space, not two, follows any mark of punctuation that ends a sentence, whether a period, a colon, a question mark, an exclamation point, or closing quotation marks.

5. Items in a series are normally separated by commas. When a conjunction joins the last two elements in a series, a comma—known as the serial or series comma or the Oxford comma—should appear before the conjunction.
6. An "en dash" (–), not a hyphen (-), should be used to connect numbers, especially page numbers in endnotes. Amplifying or explanatory elements should be set off by an "em dash" (—).
7. In non-technical contexts, the following numbers are spelled out: whole numbers from one through one hundred, round numbers, and any number beginning a sentence. For other numbers, numerals are used.
8. All dates should be in the format of April 6, 1994.

Word Economy

Weak and extraneous prose detracts from the strengths of your argument. Scrutinize your draft for potential deletions, such as expressions, sentences, and paragraphs whose absence would not harm the argument or would help it stand out more prominently.

For prospective authors with any questions, please do not hesitate to contact STAIR at stair-journal@politics.ox.ac.uk.