

# Polish Journal of International Studies:

## Instructions for Contributors:

The Polish Journal of International Studies (PJIS) is an academic research journal published biannually by the Polish International Studies Association. The aim of the journal is to publish research papers and review essays from the discipline of International Relations in Poland.

As the PJIS is committed to publishing solely original research, authors should avoid submitting articles that have been already published elsewhere.

The language of the journal is English. Therefore, all the manuscripts should be submitted in English. No translation services are provided, yet the submitted papers are proofread. In case a manuscript does not present sufficient language proficiency, it will be returned to the Author for correction.

## Review Process:

Polish Journal of International Studies employs double-blind peer review for all its editorial decisions. Authors should remove all self-identification information from the version of the manuscript that will be sent out to referees. This pertains to names, institutional affiliations, and addresses that usually appear on the title page or in running headers/footers etc. Manuscripts will normally receive two independent reviews. Iterations of the peer-review process should generally take no longer than 2 months.

## Manuscript Preparation and Formatting:

1. Initial manuscripts should have a length of 25 000 to 40 000 characters, including footnotes and spaces, but excluding bibliography. The text should be Times New Roman, font size 12 with 1.5 line spacing.
2. The papers should be in the Word (doc. docx.) or equivalent format.
3. Authors are required to use the Harvard-style (in-text) references. See: Guide do Harvard Referencing.
4. Discursive and explanatory footnotes should be used only for provision of essential information that cannot be explained in text and should not be used for simple citations. The amount of footnotes should be reduced to an absolute minimum.
5. Quotations that are longer than 4 lines must be pulled out of the text and inserted in a single-spaced separated paragraph with double quotation marks. For quotes within quotes single quotation marks should be used. For short quotations within the text, two or more words should be insert in quotation marks.
6. Abbreviations that are generally known and used do not need defining. All other abbreviations must be defined at first mention both in the abstract, and in the text.
7. All the Latin abbreviations (like: cf. e.g., vs.) should always be upright, not italic.
8. The footnote marker should come after punctuation except for the dash, which it precedes.
9. Whole numbers from 1 to 100, round numbers, and any number beginning a sentence should be spelled out. For others – digits may be used. Number spans can either be words or numerals, as long as it's done consistently. Thousand separator is a comma. Dates should be given in the following format: May 10, 2017.

10. Figures and tables must be in a grey scale placed in-line and as close as possible to the first reference made in the text. They should be comprehensive without references which means that in any figures, axes should be neatly labeled. Additionally, all of them should be placed in the text (not as a separate file), numbered consecutively and inserted in an editable format.
11. Front page of the manuscript must include the following data:
  - Author's name
  - Full title of the manuscript
  - Academic affiliation
  - Valid e-mail address
  - Number of characters
  - Abstract
  - 3-6 key words
12. Each paper should include a 200-word abstract. It should contain main objectives (or research questions) of the presented manuscript, used research methods as well as main results and brief summary of author's argumentation.
13. Papers should be sent via e-mail to [journal@ptsm.edu.pl](mailto:journal@ptsm.edu.pl)
14. Authors will receive a proofread copy of the manuscript for final approval.

## **Guide to Harvard Referencing:**

The cite should include the authors' or editors' last name and the publication's year of the cited work; together with the page numbers if given, according to the following examples:

### **In text citations:**

- The author's name is in the text  
Example:  
Keohane (2011) has argued...
- The author's name is not in the text  
Example:  
(Katzenstein, 2006).
- The page number follows the year  
Example:  
(Mearsheimer, 2000: 19-26).
- Where there are two authors – both names, joined by 'and'  
Example:  
(Keohane and Nye, 1977).
- Where there are three or more authors – et al.  
Example:  
(Bulkeley et al., 2010: 70-76).
- Where there are two or more references by the same author cited together – separate the dates with a comma, starting with the last publication  
Example:  
(Bulkeley, 2001, 2005, 2010).
- Where there is more than one reference to the same author and year – a, b, etc. in both the text and the list  
Example:  
(Wall, 2001a, 2001b).
- Where there are more references of different authors – separate them by semicolons and order alphabetically by author names  
Example:  
(Keohane and Nye, 1977; Nye, 2005; Pianta, 2009; Scholte, 2000).
- In case of an institutional authorship – supply the minimum citation from the beginning of the complete reference:  
Example:  
(One World Trust, 2003: 20-70).
- For authorless articles or studies – use the name of the magazine, journal, newspaper or sponsoring organization, not the title of the article:  
(The Guardian, 2017)

## Bibliography:

Bibliography should be placed at the end of the paper (or as a separate section) and should include only those items which were cited in the text. It should be organized in an alphabetical order and contain: name of author, title, volume, issue, publisher, place of publication, page numbers, according to the following formula:

- Journal articles:

When volume and issue number alone are used, the issue number should be placed in parentheses.

Example:

Powell, Robert. (2006). "War as a Commitment Problem." *International Organization* 60 (4): 169–203.

- Online journal article:

Example:

Novak, William J. (2008). "The Myth of the 'Weak' American State." *American Historical Review* 113: 752-72. Doi:10.31086/ahr/113.3.752 (accessed 16.06.2017).

- Monographs:

- One author:

Example:

One author: Katzenstein, Peter J. (2006). *A World of Regions: Asia and Europe in The American Imperium*. Ithaca: Cornell University Press.

- Two or more authors:

Example:

Keohane, Robert O., and Joseph S. Nye Jr. (1977). *Power and Interdependence*. 3<sup>rd</sup> ed. New York: Addison-Wesley Longman.

- Four to ten authors: all names in bibliography, word order, and punctuation same as for two or three authors:

Example:

Burchill, Scott, Richard Devetak, Andrew Linklater, Matthew Paterson, Christian Reus-Smit, Jaqui True. (2009). *Theories of International Relations*. 4<sup>th</sup> ed. London: Palgrave Macmillan.

- Group authors: only first seven should be listed, followed by et al.

- Edited books:

Example: Storing, Herbert J., ed. (1981). *The Anti-Federalist (an abridgement by Murray Dry of the Complete Anti-Federalist)*. Chicago: University of Chicago Press.

- Chapter in an edited book:

Example:

Schmitter, Phillipe C. (1999). "The limits of horizontal accountability". In *The self-restraining state: power and accountability in new democracies*, edited by Andreas Schedler, London: Lynne Rienner, p. 55-66.

- Books with an anonymous or unknown author:

*The University Encyclopedia*. (1985). London: Roydon.

- Working papers:

Example:

Collins, A., and Flynn, A. (2004). "Measuring sustainability: the role of ecological footprinting in Wales", UK. Centre for Business Relationships, Accountability, Sustainability and Society working paper series no. 22. Cardiff: BRASS/ESRC.

- Conference Proceedings:

Teplin, Linda A., Gary M. McClelland, Karen M. Abram, and Jason J. Washburn. "Early Violent Death in Delinquent Youth: A Prospective Longitudinal Study." Paper presented at the Annual Meeting of the American Psychology-Law Society, LA Jolla, CA March 2005.

- Websites:

UNHCR (UN High Commissioner for Refugees). (2011). Briefing Notes of March 22. (accessed 16.06.2017).

- Newspaper articles:

Carey, Benedict. (2008). "For the Brain, Remembering Is Like Reliving." *New York Times*, September 4.

<http://www.nytimes.com/2008/09/05/science/05brain.html>. (accessed 16.06.2017).