

BIPS: Writer's Guidelines

Last change: October 2011

The current and a german version of these guidelines can be downloaded at:

<http://www.agips.org/bips.html>

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General provisions

Submitted draft articles should deal with topics in the wider context of International Relations and/or Security Policy. Draft articles can be submitted in German or in English. Please send your proposals via e-mail.

The editorial team assumes that the draft article is not sent in parallel to another journal. The editorial team does not assume any liability.

Submission of drafts

Please send the draft articles via e-mail to bips@agips.org. Please make sure that the subject line in your e-mail points to the purpose of the e-mail. If you should not get any feedback after two weeks, please contact us again.

Use one of the following file formats:

- Microsoft Word / OpenOffice-Writer
- \LaTeX : UTF-8 encoded source file and a PDF-Version of the article

Please send pictures and graphs always as a *separate* file. Accepted formats are EPS as well as GIF, JPEG and PNG. With a black and white print, the content of the document must be preserved. For the use of pictures and graphs copyrights have to be taken into account.

Please add the following information to your e-mail:

- For articles: a short abstract
- Biographic data (name, academic title, institution, position)
- Contact information (postal address, phone number)

Volume and layout of draft articles

Submitted articles should encompass 5-15 pages in the format DIN A4 (Arial / 12pt / line distance 1.5). For a better structural overview, sub-titles should be used in the articles.

Please do not include references and sources into the running text, but indicate them in the form of footnotes. Do not use hyphenation.

For articles in German please provide an abstract in English, and vice versa, if possible.

Opinions should not exceed the volume of 3 pages DIN A4. They should convey the personal opinion of the author on a current topic in International Relations or security policy. Facts and important antitheses have to be denoted by footnotes.

Bibliography style

The editorial staff accepts anything in accordance with academic standards. Of particular importance are correctness, completeness and unambiguousness of your quotations. Please use the same citation style through the whole document.

The following is a proposal:

For books/monographs:

- Author: Title – Subtitle as appropriate (Series; volume), place and year, page.
- Editor (ed(s).): Title – Subtitle as appropriate (Series; volume), place and year, page.

For articles:

- in edited volumes: Author: Title - Subtitle, in: (ed(s).): Title – Subtitle as appropriate (Series; volume), place and year, article pages, page.
- in Journals: Author: Title - Subtitle, in: journal name, number/ year, article pages, page; or Volume (year) Number, article pages, page.
- in newspapers: Author: Title - Subtitle, in: name of the newspaper, date.

If a reference is used several times:

- Surname of the author, page. For directly following footnotes: *ib.*, p.

Internet sources:

- Use the respective link. All links have to be functioning at the time of the publication.

Further procedures

After a first review, potentially accepted contributions are distributed in an anonymized form to the members of the editorial team. The authors of articles chosen for publication will be informed within two months. The editorial team reserves the right to edit texts and possibly edit or change titles and subtitles due to editorial reasons.

A fee cannot be paid!

For any further questions please contact bips@agips.org