



## Instructions for Authors

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### Scope

*Diplomatica: A Journal of Diplomacy and Society (DIPL)* addresses the broad range of work being done across the social sciences and the humanities that takes diplomacy as its focus of investigation. The journal explores and investigates diplomacy as an extension of social interests, forces, and environments. It is multidisciplinary, providing a space to unite perspectives from diplomatic history (humanities) and diplomatic studies (social sciences) in particular. It is interdisciplinary, expanding beyond its disciplinary foundation of history to enrich historical perspectives with innovative perspectives from other disciplines. The journal is published in cooperation with the [New Diplomatic History \(NDH\) Network](#).

### Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behavior for all parties involved in the act of publishing: authors, editors, and reviewers. Authors, editors, and reviewers should thoroughly acquaint themselves with Brill's publication ethics, which may be downloaded here: [brill.com/page/ethics/publication-ethics-cope-compliance](http://brill.com/page/ethics/publication-ethics-cope-compliance).

### Online Submission

*Diplomatica* uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: [editorialmanager.com/dipl](http://editorialmanager.com/dipl).

First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested. During registration, you can fill in your username and password. If you should forget your Username and Password, click on the "send login details" link in the login section, and enter your e-mail address exactly as you entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read the 'Instructions for Authors'. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.

### Double-blind Peer Review

*Diplomatica* uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are and that reviewers do not know the names of the author(s).

When you submit your article via Editorial Manager, you will be asked to submit a separate title page that includes the full title of the manuscript, the names and complete contact details of all authors, the



### *Instructions for Authors*

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abstract, keywords, and any acknowledgement texts. This page will not be accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized.

#### *Contact Address*

For any questions or problems relating to your manuscript, please contact the Editors-in-Chief, Giles Scott-Smith and Kenneth Weisbrode, at [DiplomaticaJournal@gmail.com](mailto:DiplomaticaJournal@gmail.com). For questions about Editorial Manager, authors can also contact the Brill EM Support Department: [em@brill.com](mailto:em@brill.com).

### **Submission Requirements**

#### *Language*

*Diplomatica* publishes articles in English, using American English spelling and punctuation. Contributions should be grammatically correct and in good literary style. All spelling should be consistent. Authors are responsible for copy editing and proof-reading their manuscripts. All text and notes should adhere to the Brill style guide. The editors reserve the right to reject any manuscript at any stage that does not meet these requirements.

#### *Font*

Ordinary Roman style text Arial and Times New Roman that come with Microsoft Windows are fine. For extended characters, authors should ensure that they use a Unicode friendly font such as the Brill ([brill.com/about/brill-fonts](http://brill.com/about/brill-fonts)).

#### *Unicode and Non-Roman Fonts*

The Editors request the use of Unicode fonts only.

Updated versions of Times New Roman in Microsoft Windows contain Greek and Hebrew Unicode fonts. The Society of Biblical Literature has produced Hebrew and Greek Unicode fonts. The Hebrew comes with a keyboard driver. They are available at: [sbl-site.org/Resources/Resources\\_BiblicalFonts.aspx](http://sbl-site.org/Resources/Resources_BiblicalFonts.aspx).

If you have any questions about fonts or any other issue, please contact the editor.

#### *Length*

*Diplomatica* welcomes submissions dealing with any period and locale from across the humanities and social sciences. Submissions should be standard article length (approximately 8,000 words including footnotes) and written for a general, scholarly audience.



### *Instructions for Authors*

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## Manuscript Structure

### *Abstract and Keywords*

All manuscripts should be accompanied by an abstract in English of no more than 150 words and a list of no more than six or seven keywords.

### *Headings*

#### **The First Level Heading**

#### *The Second Level Heading*

### *References*

References should be given in the footnotes, using an abbreviated form if given again.

### *General Notes*

- Do not use dashes for repeated author names.
- Capitalization of titles in both headline-style or sentence-style is allowed. Please follow the same capitalization style as in the original title.
- Reverse italics in titles are permitted when applicable.
- The Reference List should be presented in roman script. Use a transcribed version of the reference where necessary. The original script can be included within square brackets.

### *Book*

Author, A.A., and B. Author. *The Title of the Book* (Location: Publisher, 2020).

Author, A. *The Title of the Book* (Location: Publisher, 2020), 1–10.

Author, A., and B. Author. *The Title of the Book*, 6<sup>th</sup> ed. (Location: Publisher, 2020).

### *Edited Book*

Editor, A., ed. *The Title of the Book* (Location: Publisher, 2020), 1–10.

Editor, A., and B.B. Editor, eds. *The Title of the Book* (Location: Publisher, 2020).

### *Book without Author*

*The Title of the Book* (Location: Publisher, 2020).

### *Book by a Corporate Author or Organization*

Organization Name. *The Title of the Book* (Location: Publisher, 2020).



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#### *Article in Edited Volume*

Author, A., and B. Author. "The Title of the Article." In *The Title of the Book*, eds. A. Editor, B. Editor and C. Editor (Location: Publisher, 2020), 1–10.

Author, A., B. Author, and C. Author. "The Title of the Article." In *Proceedings of the Xth International Conference on Something 2020* (Location: Publisher, 2020), 1–10.

#### *Multi-Volume Work (as a Whole)*

Editor, A., ed. *The Title of the Work*. 2 vols. (Location: Publisher, 2020).

Author, A. *The Title of the Work*. 2 vols. (Location: Publisher, 2020) Editor, A., ed. *The Title of the Work* (Location: Publisher, 2020), 2:1–10.

Author, A. *The Title of the Work* (Location: Publisher, 2020), 2:1–10.

#### *Journal Article*

Author, A. "The Title of the Journal article." *Journal Title* 70 (1) (2020), 1–10.

Author, A. "The Title of the Journal article." *Journal Title* 70 (2020), 1–10.

#### *Pre-published Journal Article*

Author, A. "The Title of the Journal article." *Journal Title* (2020), 1–10. DOI 10.1163/1234567X-12345678.

#### *Forthcoming Work*

Author, A. "The Title of the Journal article." *Journal Title* (forthcoming 2020), 1–10.

Author, A. "The Title of the Journal article." *Journal Title* (forthcoming), 1–10.

Author, A. *The Title of the Book* (Location: Publisher, forthcoming).

#### *Dissertation or Thesis*

Author, A. *The Title of the Thesis*, Dissertation (Department, University, 2020).

Author, A. *The Title of the Thesis*, Degree Thesis (Department, University, 2020).

#### *Newspaper Article*

Author, A. "The Title of the Article." *The Newspaper*, June 24, 2020, 1.

#### *Other-Language Work with Translated Title Included*

Author, A. *De titel van het boek* [*The title of the book*] (Location: Publisher, 2020), 1–10.

Author, A. "De titel van het artikel" [*The title of the article*]. *Journal Title* 70 (1) (2020), 1–10.

#### *Work in Non-Roman Script*

Author, A. *Nazvaniye knigi* [*Название книги*] (Location: Publisher, 2020).

Author, A. [Автор, A.]. *Nazvaniye knigi* [*Название книги*] (Location: Publisher, 2020).



### *Instructions for Authors*

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Author, A. [Автор, А.]. "Nazvaniye stat'i zhurnala" [Название статьи журнала]. *Nazvaniye zhurnala* [Название журнала] 70 (1) (2020), 1–10.

#### *Translated Work*

Author, A. *The Title of the Book*, trans. A. Translator (Location: Publisher, 2020).

Author, A. "The Title of the Journal article," trans. A. Translator. *Journal Title* 70 (1) (2020), 1–10.

## Publication

### *Proofs*

Upon acceptance, a PDF of the article proofs will be sent to authors by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process, only minor corrections are allowed. Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not accepted unless charged to the author. Proofs should be returned promptly.

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