Instructions for Authors

Scope

The Hague Journal of Diplomacy (HJD) is the world's leading research journal for the study of diplomacy. It publishes research on the theory, practice, processes and outcomes of diplomacy in both its traditional state-based forms, as well as contemporary diplomatic expressions practised by states and non-state entities. Each issue aims at a balance between theoretical and empirical studies and usually it features one practitioner's essay. A central aim of the journal is to present work from a variety of intellectual traditions. Diplomatic studies is an interdisciplinary field, including contributions from international relations, history, law, sociology, economics, and philosophy. HJD is receptive to a wide array of methodologies. Universities and think tanks form the core readership of HJD. In particular, researchers, teachers and graduate students of International Relations, together with educators and trainees on programmes in Diplomatic Studies utilise the journal. Secondly, it is a journal for all those with an interest or stake in first-rate articles on all aspects of diplomacy, not least the world's foreign ministries and diplomatic academies. Jan Melissen and Paul Sharp are the journal's founding co-editors.

Ethical and Legal Conditions

The publication of a manuscript in a peer-reviewed work is expected to follow standards of ethical behaviour 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.

Online Submission

HJD uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/hjd. 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 strongly 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.
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Double-blinded Peer Review for Academic and Scholarly Submissions

_HJD_ 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 abstract, keywords, and any acknowledgement texts. For revised manuscripts, authors will also have to upload a response to reviewers and a short biographical note. These pages 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 anonymised.

Review Process for Practitioners’ Essays

_HJD_ uses an editor-based system for reviewing Practitioners’ Essays, normally involving the editors and associate editors.

File Format

Please upload source files such as .doc, and not .pdf files.

Contact Address

For any questions or problems relating to your manuscript please contact the Editor, Dr. Jan Melissen: hjd@brill.com For book reviews, please contact: HJDBookreviews@gmail.com. For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: support-em@brill.com.

Submission Requirements

Language

Manuscripts should be written in British English. Spelling should be consistent throughout, conforming to the _Concise Oxford Dictionary_ and _Oxford Dictionary for Writers and Editors_. Authors should use gender-neutral language wherever possible.

Length

Articles should be between 8,000-12,000 words in length. Forum contributions should normally be 3,000 words in length and practitioners’ essays should be between 2,000-3,000 words.
**Manuscript Structure**

**ORCID iD**
An Open Researcher and Contributor Identifier (ORCID) provides a persistent digital identifier that distinguishes an academic scholar from every other researcher. Through integration in key research workflows such as manuscript and grant submission, this ID supports automated linkages between the author and their professional activities ensuring their work is recognised. As per ORCID's terms and conditions, scholars may only register personally. Although the term ORCID iD literally includes redundancy ('identifier identifier'), its use has become common as more than a brand name. *HJD* is very much in favour of its authors making use of an ORCID identifier.

**Abstract (Summary) and Keywords**
Authors should include an abstract of not more than 150 words, with the heading *Summary*, as well as 5–8 keywords.

**Biographical Note**
When authors upload their revised papers, they are also requested to upload a short biographical note. This should not be longer than 150 words, and include their most important positions, published articles and books, and research interests.

**Headings**
Headings and subheadings should be selected for succinctness and interest. Uppercase initial letters should be used. Headings in the Journal are numbered. Contributors are encouraged to use two levels of headings, flush left.

1  **H1 Should Be Bold**

And the text begins here.

1.1  **H2 Should Be Bold Italic**

Text begins here.

If a third level is necessary:

1.1.1  **H3 Should Be Roman**

The text begins here.
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Style Elements
Certain basic elements of style should be consistent throughout. Always use the spelling checker and search function to ensure that spelling is correct and consistent.
- single quotes, but double if a quote within a quote
- dates: e.g., 21 July 2023
- numbers: 121–122 (not: 121–22)
- currency: e.g., USD, AD, UKP
- titles, e.g., Mr. or Mr
- 10 (figures in numerals)
- per cent (% in tables)
- Article 17, Arts. 30–39
- para. 7; paras. 7–9
- Section 4
- i.e., e.g.,
- etc.
- -ise
- co-ordinate
- The Times, The Independent (and other newspapers)
- Member States (of the EU)
- 20th century
- (Article, paragraphs, section spelled out in text, abbreviated in parenthesis and endnotes)
- Case v. Case (v. Roman or not)

Abbreviations
Well-known acronyms such as US (adjective), UN (noun and adjective) may be used. Only provide an abbreviation when the name appears more than once. The full name should be given at first mention with the capitalised abbreviation in parenthesis: OECD, EC, AU, UNESCO.

Body and Treaty Names
Use the complete name for the first citation, and after, the more familiar version:
Commission of the European Union; thereafter, the European Commission.

Block Quotations
Lengthy quotations of 3 lines or longer should be included as a block quotation; proceeded by a colon and a line space, indented and then followed by a line space. Do not use italics or quotation marks.
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Dates
1 January 2023

Foreign Words and Phrases
Words in common usage such as elite and détente are in roman, terms such as coup d’état should be italicised.

Hyphens
Hyphens are used in prefixes, attributive use (‘well-known’ author), when two ‘e’s are together (re-establish) and for fractions (one-third).

Lists
Lists should be used for long or complex items, introduced by a colon and line space. Use dashes instead of bullet points, starting each item with a capital letter, and then closed by a full stop, and followed by a line space.

Numbers
Spell out numbers to twenty, thereafter use numerals, except at the beginning of a sentence. Do not mix words and numbers (use ‘from 6 to 60’).

Regional Names
Use lower case for general regions, or areas such as northern Europe, but the West, the South. Capitalise terms referring to a definite area, region, or country: South Africa, Northern Ireland, South Korea, South America.

References and Citations
The journal has changed its reference style to better allow for the use of cross-referencing. This means that footnotes only contain short reference forms, preferably with the relevant pagination, and that a complete reference list, under the heading Bibliography, should be placed at the end of the paper.

Footnotes
Use shortened forms of the reference in the footnotes, using the form: Author 2023, 1. Each footnote should end with a full stop. Wherever possible give the exact pagination in the footnotes, whether it is one page, or a page range. Use the form: Author 2023, 5.
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1 Melissen 2023; Sharp 2023, 2; Smith 2015, 35–37.
For more than 3 authors use the first author and then et al.: 2 Jones et al., 3.

Bibliography
At the end of the paper, there should be a complete bibliography. This should be in alphabetical order of author surnames, with the oldest references by the same author given first.
If there are two references by the same author in the same year, use the form: Author 2022a; Author 2022b.

Books
Author, Arthur, ed. The Title of the Book (City: Publisher, 2023).

Book Chapter
Author, Arthur. ‘The Title of the Chapter’. In The Title of the Book, eds. Arthur Editor and Bea Editor (City: Publisher, 2023), xx–xx.

Journal Article
Please provide the doi number if available.
Metzl, Jamie Frederic. ‘Popular Diplomacy’. Daedalus 128 (2) (Spring 1999), 177–179.
DOI 10.1080/13600826.2014.887556.
Footnote: Belloni 2014, 166.
Footnote: Melissen and Okano-Heijmans 2018, 140.
Instructions for Authors

Television or Newspaper
'The Title of the Newspaper Article'. The Washington Post, 20 May 2023, xx.
Footnotes: 1 Author 2023. 2 'Title of the Newspaper Article' 2023.

Websites Online
http://www.weforum.org/digitaldivide.nsf/0/4d8a2fdef76f8471c12569c0032eba0/$FILE/report.pdf.

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Supplementary Media / Data Files
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Book Reviews

HJD publishes book reviews, whose author are invited by the HJD Book Review Editor. Reviewers are expected to provide, at a minimum, an informative summary of the book's contents and argument as well as a critical discussion of its academic merits and shortcomings. Reviewers of edited volumes and collections of essays should focus on the academic contribution of the volume as a whole rather than provide a summary of all of the volume's articles or essays. If so desired, selected articles or essays can be discussed in more detail to illustrate the volume's merits and shortcomings.

Length
There are no limitations with regard to the length of the review, although reviews should not be unnecessarily long. We suggest around 800-1500 words, although review essays discussing more than one volume can be longer.

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At the beginning of the review, please provide all the bibliographical details of the book under review, including amount of pages, price, and ISBN.
We use this format:


References
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