



## Instructions for Authors

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### 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 inter-disciplinary 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](https://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](https://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.



## *Instructions for Authors*

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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](mailto:hjd@brill.com) For book reviews, please contact: [HJDBookreviews@gmail.com](mailto:HJDBookreviews@gmail.com).

For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: [support-em@brill.com](mailto: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 Italics**

Text begins here.

If a third level is necessary:

##### **1.1.1 H3 Should Be Roman**

The text begins here.



## *Instructions for Authors*

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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
- years: 1985–1989 (not: 1985–89)
- 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; preceded by a colon and a line space, indented and then followed by a line space. Do not use italics or quotation marks.



## *Instructions for Authors*

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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.



## *Instructions for Authors*

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<sup>1</sup> Melissen 2023; Sharp 2023, 2; Smith 2015, 35–37.

For more than 3 authors use the first author and then et al.: <sup>2</sup> 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).

Melissen, Jan, ed. *The New Public Diplomacy: Soft Power in International Relations* (Basingstoke: Palgrave Macmillan, 2005).

Footnote: Melissen 2005, 5.

Melissen, Jan and Ana Mar Fernández, eds. *Consular Affairs and Diplomacy*. Leiden: Martinus Nijhoff, 2011). Footnote: Melissen and Mar Fernández 2005, 6–7.

### *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.

Sharp, Paul. 'Revolutionary States, Outlaw Regimes and the Techniques of Public Diplomacy'. In *New Public Diplomacy: Soft Power in International Relations*, ed. Jan Melissen (Basingstoke: Palgrave Macmillan, 2005), 106–117.

Footnote: Sharp 2005, 109.

### *Journal Article*

Please provide the doi number if available.

Author, Arthur. 'The Article Title'. *Journal Title* 1 (2) (2023), 1–24.

Metzl, Jamie Frederic. 'Popular Diplomacy'. *Daedalus* 128 (2) (Spring 1999), 177–179.

Footnote: Metzl 1999, 178.

Belloni, Roberto. 'Civil Society and the Responsibility to Protect'. *Global Society* 28 (2) (2014), 158–179.

DOI 10.1080/13600826.2014.887556.

Footnote: Belloni 2014, 166.

Melissen, Jan and Maaïke Okano-Heijmans. 'Introduction. Diplomacy and the Duty of Care'. *The Hague Journal of Diplomacy* 13 (2) (2018), 137–145. DOI 10.1163/1871191X-23032072.

Footnote: Melissen and Okano-Heijmans 2018, 140.

### *Television or Newspaper*



## *Instructions for Authors*

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Author, Arthur. 'The Title of the News Report'. *BBC News*, 23 February 2023.

Author, Bea. 'The Title of the Newspaper Article'. *The New York Times*, 15 April 2023, xx–xx.

'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*

Mobilization for Global Justice. 'Voices from the Global South on the World Bank and IMF: From the World Bank Bonds Boycott'. 10 September 2001. <http://www.globalizethis.org/s30/feature.cfm?ID=104>.

Morino Institute. *From Access to Outcomes: Raising the Aspirations for Technology Initiatives in Low-Income Communities*. July 2001.

[http://www.weforum.org/digitaldivide.nsf/0/4d8a2fdef7698471c1256a9c0032eba0/\\$FILE/report.pdf](http://www.weforum.org/digitaldivide.nsf/0/4d8a2fdef7698471c1256a9c0032eba0/$FILE/report.pdf).

Wolf, Martin. 'The Age of Financial Instability'. *Jubilee* 2000, 12 June 2001.

[http://www.jubilee2000uk.org/finance/age\\_financial\\_instability.htm](http://www.jubilee2000uk.org/finance/age_financial_instability.htm).

### *Figure and Table Files*

All figures and tables must be cited consecutively in the text.

Tables should not be wider than the typesetting area of the journal, which is 11.5 x 18 cm.

Authors must have permission to use any figures in their paper.

Figures should be submitted as separate source files in .eps, .tif, or .jpg format, in a size suitable for the typesetting area of the journal (11.5 x 18 cm). The resolution of these files should be at least 300 dpi for half-tone figures, and 600 dpi for line drawings. Number the files, and indicate in the manuscript where they are to appear (Fig. 1 here).

The text in a figure must be legible, and should not be smaller than corps 9. The size of this lettering for any text in a figure should be the same for all figures in the manuscript.

### *Supplementary Media / Data Files*

To support and enhance your manuscript, *HJD* accepts electronic supplementary material, including supporting applications, high-resolution images, background datasets, sound or video clips, large appendices, data tables and other items that cannot be included in the article PDF itself. Authors should submit the material in electronic format together with the other manuscript files and supply a concise and descriptive caption for each file. In order to ensure that your submitted material is directly usable, please provide the data in one of the broadly accepted file formats for video, audio, etc. and limit the file size (e.g., for video: max. 3 GB). Supplementary files supplied will be published online at FigShare ([www.figshare.com](http://www.figshare.com)), to which reference is made in the published article on Brill Online Books and Journals, and vice versa.

Links must be given clearly in the text to this material.



## *Instructions for Authors*

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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.

#### *Deadline*

Reviews should be submitted within 2 months or less after the delivery of the review copy.

#### *Bibliographical Details of the Book*

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:

Jeremy Corley and Geoffrey David Miller, eds., *Intertextual Explorations in Deuterocanonical and Cognate Literature*. Deuterocanonical and Cognate Literature Studies 31 (Berlin: De Gruyter, 2019). Pp. vi+378. €82.95 (Hardback and eBook). ISBN: 978-3-11-041592-6 (Hardcover). ISBN: 978-3-11-041693-0 (eBook).

David A. DeSilva, *Fourth Maccabees and the Promotion of the Jewish Philosophy: Rhetoric, Intertexture, and Reception*. (Eugene, OR: Cascade, 2020). Pp. xvi+252. \$32.00 / £25.00 (Paperback). ISBN: 978-1-72-527068-8.

#### *References*

If *other* scholars' publications are referred to than the book under discussion, please use the *HJD* style, short references in the footnotes, and a bibliography at the end of the review, before the author's name and affiliation. Reference to pages in the book under review are given as: (135).





## *Instructions for Authors*

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### **Publication**

#### *Proofs*

Upon acceptance, a PDF of the article proofs will be sent to each author 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 within 7 days of receipt to the journal manager.

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