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 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.

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.

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

Instructions for Authors

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 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: 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: 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 6,000-9,000 words in length.
Practitioners' essays should normally be between 2,000-3,000 words in length.

Manuscript Structure

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

Headings
Headings and subheadings should be selected for succinctness and interest. Uppercase initial letters should

Instructions for Authors

---

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.

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 1995
- 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)

Instructions for Authors

- *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.

Dates
1 January 2020

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.

Instructions for Authors

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 2020, 1.
Wherever possible give the exact pagination in the footnotes, whether it is one page, or a page range.
Use the form: Author 2020, 5. Each footnote should end with a full stop.
[1] Melissen 2020; Sharp 2020, 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 2020a; Author 2020b.

Books
Author, Arthur, ed. *The Title of the Book* (City: Publisher, 2020).
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, 2020), 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) (2020), 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 Maaike 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

Author, Arthur. 'The Title of the News Report'. *BBC News*, 23 February 2020.

Author, Bea. 'The Title of the Newspaper Article'. *The New York Times*, 15 April 2020, xx-xx.

'The Title of the Newspaper Article'. *The Washington Post,* 20 May 2020, xx.

Footnotes: [1] Author 2020. [2] 'Title of the Newspaper Article' 2020.

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.

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

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. 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 7. The size of this lettering for any text in a figure should be the same for all figures in the manuscript.

Instructions for Authors

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), 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.

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.

E-offprints

A PDF file of the article will be supplied free of charge by the publisher to authors for personal use. Brill is a RoMEO yellow publisher. The Author retains the right to self-archive the submitted (pre-peer-review) version of the article at any time. The submitted version of an article is the author's version that has not been peer-reviewed, nor had any value added to it by Brill (such as formatting or copy editing). The Author retains the right to self-archive the accepted (peer-reviewed) version without any embargo period. The accepted version means the version that has been accepted for publication and contains all revisions made after peer reviewing and copy editing, but has not yet been typeset in the publisher's lay-out. The publisher's lay-out must not be used in any repository or on any website (brill.com/resources/authors/publishing-books-brill/self-archiving-rights).

Consent to Publish

Transfer of Copyright

By submitting a manuscript, the author agrees that the copyright for the article is transferred to the

Instructions for Authors

Publisher if and when the article is accepted for publication. For that purpose the author needs to sign the **Consent to Publish** which will be sent with the first proofs of the manuscript.

Open Access

Should the author wish to publish the article in Open Access he/she can choose the Brill Open option. This allows for non-exclusive Open Access publication under a Creative Commons license in exchange for an Article Publication Charge (APC), upon signing a special Brill Open Consent to Publish Form. More information on Brill Open can be found on brill.com/brillopen.