

Style Guide for Manuscripts Submitted to *Global Environmental Politics*

About the Journal	1
Manuscript Preparation	2
<i>Word count</i>	2
<i>Anonymity</i>	2
<i>Formatting Your Manuscript</i>	2
Submitting Your Manuscript	3
Text Style	3
Reference Style	6
<i>Text Citations</i>	6
<i>Format Examples for Text Citations</i>	6
<i>Reference List</i>	6
<i>Format Examples for References</i>	7
<i>Exceptions not Requiring a Reference</i>	9

About the Journal

Global Environmental Politics seeks to publish the best and most innovative scholarly manuscripts available on contemporary international and comparative environmental politics. The journal covers the relationship between global political forces and environmental change. Topics include the role of states, multilateral institutions and agreements, globalization, trade, consumption patterns, international finance, corporations, poverty and inequality, nongovernmental organizations, science and technology, and grassroots movements. The journal also includes studies on particular environmental problems that span two or more countries, such as climate change, ozone depletion, deforestation, biodiversity, desertification, transboundary pollution, waste management, oceans and fisheries, and endangered species. While articles must focus on political and policy issues, authors and readers will presumably have a range of disciplinary backgrounds, including political science, international relations, sociology, history, human geography, public policy, science and technology studies, environmental ethics, law, economics, and environmental science.

GEP does not evaluate works already published elsewhere or under current review by another publisher. *GEP* will not consider a manuscript while any of its authors already have

an article under consideration with GEP, or until at least six months after that article has been accepted for publication.

The journal includes a Forum section and a Research section.

Forum articles comprise short commentaries (2,000-3,000 words printed, including footnotes and references) that should stimulate thought, discussion, and debate on salient issues of interest to other scholars in the field. Forum Articles receive two single-blind reviews.

Research articles are full-length papers (maximum 8,000 words printed, including footnotes and references) that contain an original contribution to research on global environmental politics. Research articles receive three double-blind reviews before the editors make a final decision.

Manuscript Preparation

Manuscripts submitted to *GEP* for publication must conform to the following guidelines. If not, we reserve the right to return manuscript to you for further preparation.

Word count

- **RESEARCH ARTICLES should have a maximum of 8,000 words when published, including footnotes and references (but not including title, authors, bios, and abstracts). Articles over 9,000 words will not normally be considered for review.**
- **FORUM ARTICLES should contain between 2,000 and 3,000 words, including footnotes and references (but not including title, authors, bios, and abstracts).**

Anonymity

For *Research Articles*, do not reveal any author's identity either explicitly or implicitly, anywhere in the submission document, *including the summary information (usually found in the Properties section of the Word Menu)*. Be sure to check the Properties section for anonymity before you submit your article.

Listing more than a few publications by any of the authors in the references will provide a strong clue to the identity of the writer(s). We recommend citing them simply as "author" without annotation and omitting them from the reference list. If the paper is accepted for publication, you will have ample opportunity to insert the complete references.

Formatting Your Manuscript

Do not number headings or sections of your manuscript.

Use only two levels of heads. Use **bold** for first-level headings, *italics* for second level.

The document you submit should include:

- The word count for text, references, footnotes, and tables (and please adhere to the Word Count guidelines above)
- The article itself
- A reference list of sources cited (see References for style information).
- Tables and figures. Complex charts or graphs should be submitted in PDF format.

You may submit other documents if you wish (e.g., cover letter), but this is not required.

Submitting Your Manuscript

1. Go to this webpage and register:

<https://scholasticahq.com/login>

2. After you click “Sign up” you will receive an email confirmation. Click on the link in the email and your account will be active so you can submit your article.

If you have any problems, contact:

Susan Altman
Managing Editor
Global Environmental Politics
Email: gepjournal@gmail.com

You will receive an automatic confirmation immediately upon submission. If this does not happen, contact the managing editor.

Text Style

If you have a question about how to treat a term not covered here, our grammar reference is the *Chicago Manual of Style, 16th Edition*.

<http://www.chicagomanualofstyle.org/home.html>

You can also find our style for some specific terms on a [Google document, here](#).

<https://docs.google.com/spreadsheet/ccc?key=0AvzngL4VhVHJdEtuZmZJaljiNDIyd2JBMk5hTEVycEE#gid=0>

(This allows us to add new terms as they come up, so if you have a suggestion for something we should add, let us know.)

Exception: References and footnotes are specifically discussed in the last section of this guide. Do **not** use *Chicago Manual* to decide questions about references.

Use the active voice whenever possible.

Example, using passive voice:

The protocols are utilized to trace how competing geopolitical considerations are employed for renewable energy goals.

Changed to active voice:

I use [or, The article uses] publicized protocols to trace the use of competing geopolitical considerations for renewable energy goals.

Avoid academic and technical jargon or slang, and explain technical or complex terms (both substance and methods). Do not assume that all readers will understand such terms unless they are very common across all areas of environment and politics, not just within your specialty.

The journal is an international publication, so you should avoid references to “us” and “them” in favor of specific references to terms such as “the European approach” and “US environmental laws.”

Abbreviations and Acronyms: The first time you use a term, spell it out with the abbreviation following in parentheses, unless a term is so widely used and is so multi-disciplinary that the acronym will be understood by all readers (such as NGO, OECD, OPEC, UN, US, USAID, UK).

Example: Northeast Organic Food Association (NOFA)

Do not use periods with abbreviations and acronyms.

Examples: US, UN.

Exception: Do use periods with etc., e.g., and i.e.

Capitalization: In titles, headings, figures, and tables, capitalize all words apart from very short and unimportant words like “and.”

Example: Environmental Governance in the Arctic Sea: Avoiding an “Us Versus Them” Scenario

Commas: Use serial commas (e.g., red, white, and blue).

Dates: Use US style. *Examples:* June 14, 1972. June 14-16, 1972.

When the date is used without month or year, it should be spelled out.

Example: Negotiations started on December 9, 2011. By the twelfth, no agreement had been reached.

Hyphenation: Use hyphens sparingly.

Do not use hyphens for these terms and others like them: nongovernmental, nonstate, cooperate, transnational.

DO use a hyphen for the term ‘policy-making’ (e.g., In a policy-making context, this term is correct.)

When using hyphens to clarify or expound an idea, use the “em-dash” (—), not -- or - or - .

In titles containing a hyphenated term, if the word following the hyphen carries equal weight in terms of content, start it with a capital (e.g., Resource-Intensive Agriculture, but Trickle-down Economics).

Conventions and Conferences: In the first text mention, write the name of the convention in full, capitalizing the first letter of each word (e.g., Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and Their Disposal). The next time you refer to the convention in text, you may use the more commonly used version (e.g., Basel Convention).

Numbers: Generally, numbers under 100 should be spelled out. There are exceptions, for example where they are used in numerical contexts and when a number begins a sentence.

Examples: Twenty years after Rio, 20 percent

Possessives: Do not repeat the ‘s’ when using a possessive (e.g., Dickens’ novels).

Spelling: While international in content, **GEP uses American spellings** (e.g., labor, program). British spellings should be retained only in quoted material, titles or names (e.g., Ministry of Labour).

Symbols: US\$ 35 million. Spell out “percent” (e.g., 40 percent) except in tables and figures.

Reference Style

Text Citations

Starting with Issue 16-1, GEP is changing the citation style from numbered footnotes to in-text citations such as this one (Jones 2015). For new submissions, please use this style. For submissions that are already in the review process, you do not need to change the style unless your article is accepted.

Use citations to cite sources of evidence and references only, not to present supplementary evidence and reasoning. If such additional information is needed, you may use footnotes, but limit them to brief explanations that would otherwise disturb the flow of text.

Generally, citations should be placed at the end of sentences to sustain sentence clarity and flow. It is acceptable to cite multiple references at once, such as:

(Kashwan 2008; O'Neill et al 2015, p14).

If multiple sources are listed in a single citation, *list them alphabetically* by the first author's surname.

You do not need to place "and" before the final citation in a footnote.

Use "et al" for a citation that has three or more authors. (e.g., Wilde et al, 2010)

Format Examples for Text Citations

Use this style for one author (Jinnah 2014).

Use this style for two authors (Abbott and Costello 2010).

Use this style for three or more authors (Wilde et al 2010).

Use this style for citing a specific page number, as in a quote (O'Neill et al 2015, 14).

Reference List

The reference list should contain the complete facts of publication or availability for each source cited.

All text citations must be included in the reference list and vice versa, other than for the exceptions discussed below.

Use authors' first names (instead of initials) when available.

For titles of articles and books, use the "keyword," "up," or "title" style of capitalization and italics. That is, capitalize the first letter of each important word, but do not capitalize small words such as "and." Note: Do not italicize the names of conferences, treaties, or laws.

Do not use quotation marks around titles.

Avoid citing references as web links except when the reference would be incomplete without one. Web links should be kept to the minimum necessary. Very long links should be shortened, using a conversion method such as tinyurl.com.

The reference list should show sources primarily in alphabetical order by the first author's surname, and secondarily in chronological order with earliest dates first.

Always include all authors in the reference list itself when they are available. Spell out the authors' names in the source publication.

Do not use a dash or "Ibid" to stand in for a name or a reference if it repeats the previous one.

Format Examples for References

Book:

Barak, Oren, and Gabriel Sheffer. 2013. *Security Networks: Israel in a Theoretical and Comparative Perspective*. New York: Cambridge University Press.

Citation: (Barak and Sheffer 2013, 52)

Edited Collection:

Bulkeley, Harriet, Liliana Andonova, Michele Betsill, Daniel Compagnon, Thomas Hale, Matthew Hoffmann, Peter Newell, Matthew Paterson, Charles Roger, and Stacy VanDeveer. 2014. *Transnational Climate Change Governance*. Cambridge: Cambridge University Press.

Citation: (Bulkeley et al 2014)

Chapter in a book:

Betts, Alexander. 2010. Substantive Issue Linkage and the International Politics of Migration. In *Arguing about Global Governance*, edited by Corneliu Bjola and Markus Kornprobst, 85–100. Abingdon, UK: Routledge.

Citation: (Betts 2010)

Journal article:

Agrawal, Arun, Daniel Nepstad, and Ashwini Chhatre. 2011. Reducing Emissions from Deforestation and Forest Degradation. *Annual Review of Environment and Resources* 36 (1): 373-396.

Citation: (Agrawal et al 2011)

Working paper:

Lynch, Diahanna. 2000. Closing the Deception Gap: Accession to the European Union and Environmental Standards in East Central Europe. Working Paper 2.71, Center for German and European Studies, UC Berkeley.

Citation: (Lynch 2000, 98)

Paper presented at a meeting:

Clapp, Jennifer. 1999. The Global Recycling Industry and Hazardous Waste Trade Politics. Unpublished paper presented at the Annual Meeting of the International Studies Association, Washington DC.

Citation: (Clapp 1999, 56)

Publication distributed on the Internet:

In addition to the usual information, please list the website and date accessed if applicable. Avoid citing references as web links except when the reference would be incomplete without one. Web links should be kept to the absolute minimum necessary. If a URL is needed, the author is responsible for double-checking all links after copy-editing to make sure they still go to the correct destination. To confirm that this was checked, please change the "Accessed" date at the same time. When the URL is no longer available and there is no replacement, either remove it, or, if appropriate, state "on file with author."

Centre for Policy Research 2014. *Building the Hinge: Reinforcing National and Global Climate Governance Mechanisms. Proceedings of a Workshop. Neemrana Fort-Palace, Alwar, December 5-7, 2013.* Available online at: http://cprclimateworkshop.cprindia.org/uploads/2/3/7/5/23756750/report_of_the_workshop_on_building_the_hinge_neemrana_5-7_dec_2013.pdf, last accessed December 3, 2014.

Citation: (Centre for Policy Research 2014)

Government document:

US Senate. 1984. Committee on Foreign Relations. Chemical Warfare: Arms Control And Nonproliferation: Joint Hearings Before the Committee on Foreign Relations and the Subcommittee on Energy, Nuclear Proliferation, and Government Processes. 98th Congress, second session, June 28.

Citation: (US Senate 1984)

Unpublished Manuscript:

Mastanduno, Michael. 1996. Security Engagement and Economic Competition: Realism and US Strategy After the Cold War. Unpublished manuscript, Dartmouth College, Hanover, NH.

Forthcoming Publication:

Georgi, Fabian. Forthcoming. For the Benefit of Some: The International Organization for Migration and its Global Migration Management. In *The Politics of International Migration Management*, edited by M. Geiger and A. Pecoud, 45-72. Basingstoke and New York: Palgrave Macmillan.

Citation: (Georgi forthcoming 2011)

Exceptions not Requiring a Reference

The following types of sources can be footnoted in the text and not included in the reference list.

Newspaper or magazine article:

Los Angeles Times, May 3, 2014, A1.

Authors' names and article titles can be omitted except when including them will enhance understanding of points made in the text or the source.

Unpublished interview:

Author's interview with James Murphy, Washington, DC, July 2013.

If the interviewee was promised anonymity, the informant should be described as precisely as possible, for example as a member of a category of individuals, without identifying the person.

Published or broadcast interview:

Interview with James Murphy by Robert MacNeil, MacNeil/Lehrer News Hour, Public Broadcasting System, February 23, 1993.