* You can give your emails the subject line of ‘Interview/Review on X’ , or any variation/alternative you feel appropriate – but keep it concise and as non-spam sounding as possible. Always **proof read** your email and subject line carefully. Careless typos and poor grammar will kill your chances and damage our reputation.
* ***Always*** **BCC** commission@e-ir.info into all commissioning emails. You do not need to BCC additional correspondence, just the initial email to each author so we have a record of who has been contacted. Please do not accidentally ‘CC’ the email. Use the BCC (blind copy) field.

The Commissioning e-mail for Interviews

Dear X – use their title as given/findable (i.e. Dr Buzan / Professor Keohane)

I’m writing in the hope that you might be interested in participating in an interview with E-International Relations ([www.e-ir.info](http://www.e-ir.info)). E-IR is the world’s leading open access website for students and scholars of international politics – reaching 250,000 readers per month.

[Previous interviewees](http://www.e-ir.info/category/features/interview/) have included Joseph Nye, Stephen Walt, Cynthia Enloe and Nicholas Kristof.

The interview questions will likely refer to your career in X; your publications about X and your perspectives on X. We would ideally like to ask you between 8-10 questions. We would be happy to conduct the interview over email which gives you the opportunity to craft your answers and send them back to us. Alternatively, if you prefer, we can arrange the interview to be done over Skype/phone.

As the website is a non-profit organization run by volunteers, we are unable to pay you for the interview. However, we can link to any recent publications you may wish to promote to our global readership.

Thank you for your time, and do let me know if you have any questions.

Yours sincerely,

Your full name
Your E-IR position
[www.E-IR.info](http://www.e-ir.info)

E-IR is terrific – just what the field needs! ***— Anne-Marie Slaughter, Bert G. Kerstetter ’66 University Professor of Politics and International Affairs at Princeton University.***
E-IR may be the moment of democratization for International Relations…at last, a platform on which an informed conversation can take place and every voice heard.
***— Peter Vale, Nelson Mandela Chair in Politics Emeritus, Rhodes University.***

The Commissioning e-mail for Reviews

Dear X – use their academic title as given (i.e Dr Buzan / Professor Smith)

I'm writing in the hope that you might be interested in writing a short book review of *\*\*\*\*\** by \*\*\*\*\*\*. \*Provide a hyperlink to publisher page\*

Your perspective on this book would be invaluable, given your previous research into (whatever their major pieces of research have been in the relevant field).

The review would be published on [E-International Relations](http://www.e-ir.info). E-IR is the world’s leading open access website for students and scholars of international politics – reaching 250,000 readers per month.

As the website is a non-profit organization run by volunteers, we are unable to pay you for your piece. However, if you accept we can arrange for the publisher to send you a free review copy, and we would hope to receive the review within 2 months of receipt of the book.

Thanks for your time, and do let me know if you have any questions.

Yours sincerely,

Your full name
Your E-IR title
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