

Many thanks for confirming that you will be authoring a chapter of International Relations Theory: A Practical Introduction. We are excited to have you on-board! And, many thanks for signing the author contract.

This document contains some basic information you might find useful on page one. Page two includes a writing guide to aid you as you prepare your content for us. And, page three has a full chapter and author list – which we hope will be useful.

If you have any questions that are not answered on this document, please contact Stephen McGlinchey via email: [steve@e-ir.info](mailto:steve@e-ir.info)

INFORMATION FOR AUTHORS

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**Deadlines and Review Process**

We have agreed a deadline with each author. Please contact us if you feel you need extra time. Good communication can solve almost any problem. We will do out best to send you friendly reminders when deadlines are near and also keep you apprised of any developments.

Your chapter will be reviewed by the editors of the book and by a student panel selected by E-IR comprised of members of our target audience. This should take 8-10 weeks. Following this process, we will compile one clear set of edit requests for you to action before delivering a final draft to us. We hope to keep this process simple and painless. So please also budget a bit of time to complete your revisions. The book will go into production in September 2016 so everything should be finalised before then, with nothing more required of you.

You will receive complementary hard copies from E-IR from the first print run and a discount code to buy more copies should you want them at cost price (around £4). Of course, you have unlimited access to the e-book version also.

WRITING GUIDE

Your chapter should be self-contained and should take the form of a vibrant and engaging narrative. The reader should be engaged and their attention held to your words throughout. So, keep your language clear and direct. Hopefully the word count will help you in this respect. You should *not* include a range of textbook style exercises / questions / figures. At a later stage, the editors may discuss pedagogical elements to be added (with your consent).

Each chapter must unpack and explain the basics of the theory family or perspective at hand first, and then feature **one** practical example or case study of how it can provide insights into international relations. Essentially then, the book’s chapters are each in two halves - though those don’t need to be equally weighted in word count. You may judge the balance yourself.

This format will help to create a lively, readable and relevant guide that will help new students to quickly see not only what theories are, but why they matter.

Each chapter will be concise (3,000 words) and written in a tone that is accessible for those who are new to the discipline. The format will ensure that each chapter focuses on only the most useful and important information to reflect the ‘day 0’ nature of the book. The word count seems tight, even impossible. But, if you compare it to the kind of summary a lecturer may deliver to a year 1 class introducing a major theory family, you are close to the book’s remit.

**MOST IMPORTANTLY:** When writing, you must assume *no academic knowledge* at all on behalf of the reader. This is a transitional / foundational text, aimed at three groups of students, each of whom we hope will choose this as the *first* IR theory book that they read:

1. Students who are studying IR / politics at the pre-undergraduate level (foundational / preliminary / taster courses etc.)
2. Students who are embarking on an introductory module at university and desire a text to give them a fresh access point into the discipline.
3. Students studying international history or politics at post-16 school level who are purchasing this text to give them a preview into the field.

Due to the audience, jargon and complicated terminology is to be avoided unless essential and, when first used, explained concisely and effectively by the author.

**Basic formatting to observe as you write – please keep to hand**

* Please prepare your article in Microsoft Word format (.docx).
* For cohesion across chapters, please write in British English throughout. Exceptions are permitted when quoting or referring to a position/place (Department of Defense etc.). We recommend setting your Microsoft Word settings to ‘English (UK)’.
* Your chapter must not exceed 3000 words (excluding references).
* Please use the Harvard / author-date system to compile your references which should be listed by order of author surname at the end of your chapter. In-text citations should follow the following format: (Smith 2001, 2) / (Smith and Jones 2001, 2-7). See the author-date tab here for a full guide: <http://www.chicagomanualofstyle.org/tools_citationguide.html>
* *Footnotes and Endnotes are forbidden.* Everything should be written in the body text.
* Bold-set and left align all headings. If you are using two levels of headings, italicise sub/2nd level headings. Headings should be in title case.
* Do *not* indent the first sentences of paragraphs. Leave one clear line of space between each paragraph.
* Do *not* punch a double space after each period / full stop.
* In-text quotes should be wrapped in single quotation marks (‘…’). Quotes within quotes should be in double quotation marks (“…”). Please do not italicise quotations. Longer quotes should be indented.
* Dates should be displayed as ‘1 September 2014’ (no commas etc.)
* Numbers 1-10 should be spelt out (e.g. two, ten per cent) - beyond ‘ten’ use numbers (e.g. 32, 21%). If your sentence starts with a number, always spell it out.

**When your chapter is ready please send it via email to** [**info@e-ir.info**](mailto:info@e-ir.info) **with the email title ‘textbook chapter’. We will confirm receipt and start the review process.**

FINALISED CONTENTS & CONTRIBUTORS

Editors’ Introduction: ‘WHY THEORIES MATTER’   
Stephen McGlinchey (UWE Bristol, UK) & Rosie Walters (Bristol, UK)

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1. REALISM - Richard Ned Lebow (KCL, UK) & Felix Rösch (Coventry, UK)
2. LIBERALISM - Jeffrey Meiser (Portland, USA)
3. ENGLISH SCHOOL - Yannis A. Stivachtis (Virginia Tech, USA)
4. CONSTRUCTIVISM - Sarina Theys (Newcastle, UK)
5. MARXISM - Maia Pal (Oxford Brookes, UK)
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10. THEORY IN THE 21ST CENTURY: TOWARDS A GLOBAL IR? - Amitav Acharya (American University, USA)

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2. QUEER THEORY - Markus Thiel (Florida International, USA)
3. GLOBAL JUSTICE - Alix Dietzel (Bristol, UK)
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Conclusion: REFLECTING ON IR THEORY  
Alex Prichard (Exeter, UK)