



ORBIS

A Journal of World Affairs

AUTHOR INFORMATION PACK

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DESCRIPTION

Orbis®, the [Foreign Policy Research Institute](#)'s quarterly journal of **world affairs**, was founded in 1957 as a forum for policymakers, scholars, and the informed public who sought an engaging, thought-provoking debate beyond the predictable, conventional journals of that time. Nearly half a century later, *Orbis* continues to offer informative, insightful, and lively discourse on the full range of topics relating to **American foreign policy** and **national security**, as well as in-depth analysis on important international developments. *Orbis* readers always know the stories behind the headlines.

Orbis is a publication of the Foreign Policy Research Institute (FPRI). For more information on the FPRI please visit the Institute's website at <http://www.fpri.org>

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ABSTRACTING AND INDEXING

CSA Political Science and Government
Academic Index
America: History and Life
Articles First (OCLC Database)
Contents First (OCLC Database)
Current Contents/Social & Behavioral Sciences
Information Service (PAIS)
International Political Science Abstracts
Historical Abstracts
Newspaper and Periodical Abstracts
Public Affairs Information Service Bulletin
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GUIDE FOR AUTHORS

INTRODUCTION

Orbis is a policy-oriented journal of world politics and strategic affairs, published quarterly by the Foreign Policy Research Institute. Prospective authors are encouraged to familiarize themselves with the journal by examining recent issues.

Articles are expected to display the originality and rigor of articles in a strictly academic journal, and not to elide vital but complex explanations. At the same time, *Orbis* is directed toward a broad audience of academics, journalists, government officials, and business leaders who are not specialists of the given topic. Ideally, an article should contain material important to the specialist and interesting to the non-specialist.

The editors welcome the expression of opinion. Indeed, authors are urged to develop recommendations for US foreign policy, drawing upon information in their articles. The only editorial position *Orbis* takes is in favor of the national interests of the United States, and that is the only policy viewpoint authors should assume in their audience.

The bulk of the journal is made up of articles that offer new information, new analyses, or both and generally address one tightly defined topic. Less usual are broad surveys, which would have to offer an outstanding new perspective, and highly specialized or technical papers that are better suited to more specialized journals.

Orbis welcomes articles from many perspectives. However:

- Political-science theory must offer a new perspective on matters of practical importance.
- Historical topics are suitable only to the extent that they bear on current issues. When providing historical background, please touch on older, well-known events lightly and spend more space on more recent events.
- Economic analyses must be intelligible to the non-economist.

Articles should get right to the point. Often authors are tempted to prove their articles' importance by offering an abstract context into which the article then falls as a capstone. Instead they should state their point and demonstrate its importance in the opening paragraphs and then provide whatever facts or arguments are needed to elaborate on the point.

In most articles, the conclusion should include a policy recommendation for the United States government (although we recognize some articles do not lend themselves to this).

In presenting an argument or drawing conclusions, the use of the first person (I/We) is acceptable only under very rare conditions - as, for example, when a person reference is directly relevant to the argument. Similarly, authors should avoid the awkward use of "false" third person ("In this author's view..."). Readers should be able to discern, without assistance, when an opinion rather than a fact is being offered.

Authors are encouraged to make judicious use of tables, figures, and maps. In most cases, the author is responsible for providing these materials. Formal tables should be used only when data are too complex or cumbersome to fit smoothly in the text. Only high-quality black-and-white materials will be considered for inclusion.

Contact details for submission

Authors are requested to submit their papers electronically by using EVISE available at [Orbis](#) through which Authors, Reviewers, and Editors can send and receive materials and correspondence throughout the submission process. This site will guide authors stepwise through the submission process. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Authors who are unable to provide an electronic version or have other

circumstances that prevent online submission must contact the editorial office prior to submission to discuss alternative options; email: orbis@fpri.org. The Publisher and Editor regret that they are not able to consider proposals that do not follow these procedures.

Submission checklist

You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

Ensure that the following items are present:

One author has been designated as the corresponding author with contact details:

- E-mail address
- Full postal address

All necessary files have been uploaded:

Manuscript:

- Include keywords
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
- Indicate clearly if color should be used for any figures in print

Graphical Abstracts / Highlights files (where applicable)

Supplemental files (where applicable)

Further considerations

- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

For further information, visit our [Support Center](#).

BEFORE YOU BEGIN

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This journal has an embargo period of 12 months.

Language (usage and editing services)

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who feel their English language manuscript may require editing to eliminate possible grammatical or spelling errors and to conform to correct scientific English may wish to use the [English Language Editing service](#) available from Elsevier's WebShop.

From Submission to Acceptance to Publication

The review process is generally one month; it sometimes takes longer and can extend to several months if an article is circulated to outside reviewers. In this case, the editors try to keep authors informed, but authors should feel free to call or write the managing editor if they would like a status update.

When the review process is completed, the author receives one of four answers: outright rejection; conditional rejection; conditional acceptance; or outright acceptance.

Outright rejection does not necessarily reflect on the merits of a manuscript, for many considerations may lie behind a rejection, including scheduling, diversity, and timeliness. *Orbis* receives more manuscripts than it can use, and the editors must turn down many that are worthy.

Conditional rejection involves comments on the manuscript and an invitation to rework the piece and resubmit it. There is, however, no commitment to accept the piece if the author chooses to revise and resubmit.

Conditional acceptance is offered when the editor and author would have to agree on some specific additions, deletions, or alterations. Again, this is not yet a commitment on *Orbis*'s part.

Acceptance means the article has been accepted and needs only in-house editing, which the editors are ready to proceed with. However, there can be no commitment to publish the article by any given date.

After an article has been accepted, it will be edited to clarify meaning and improve readability, and to conform to the journal's style and format.

The edited text will be returned to the author for review. If an author objects to a change, he is requested to find a third way of phrasing a passage and avoid reverting to the original wording. Authors should assume that the revised manuscript will be the last version they see prior to publication.

Upon return to the editors, the author's changes are incorporated wherever possible. At this point, the manuscript goes through a final round of editing, usually involving superficial, stylistic changes. If only minor changes are made, the author will not be asked to review the text. If the article is sent

back to the author, it should be reviewed carefully, and changes limited to updates and factual errors. Although authors should keep the editors informed of any further errors that come to their attention, as a rule no changes are possible after this point.

PREPARATION

Language

Please write your text in good English (American or British usage is accepted, but not a mixture of these). Authors who require information about language editing and copyediting services pre- and post-submission please visit <http://www.elsevier.com/languageediting> or our customer support site at service.elsevier.com for more information.

Style Sheet

A publisher's reputation depends in large part on the care with which its publications are edited for consistency in spelling, punctuation, capitalization, forms of citation, and so forth. FPRI rigorously edits its publications for the maximum reasonable consistency in editorial style.

Orbis uses the University of Chicago Press's *Chicago Manual of Style*, 14th ed., as its principal guide. The authoritative source for spelling and hyphenation is the unabridged *Webster's Third New International Dictionary of the English Language*. Authors are encouraged to use these references as they prepare their manuscripts. The following is intended only as a supplement, to address the particular matters encountered by foreign policy journals.

Quotations. Direct quotations should cite the original source from which they were taken (see forms of citations below); if the quotation was taken from printed text, indicate the page number(s). Direct quotations should reproduce exactly the original source in wording, capitalization, and punctuation, with the following exceptions: •If a quotation is used as an essential syntactical part of a sentence, lowercase the first word, even if the original is capitalized. No punctuation is needed to introduce a run-in quotation. However, a quotation with a remote syntactical relation to the sentence should begin with a capital letter, even if the original is lowercase, and be introduced by the appropriate punctuation:

Thomas Jefferson declared that 'the sum of good government' consists of 'a wise and frugal Government . . .'

Thomas Jefferson declared, 'The sum of good government' consists of a 'wise and frugal Government, which shall restrain men from injuring one another, shall leave them otherwise free to regulate their own pursuits of industry and improvement, and shall not take from the mouth of labor the bread it has earned.'

•When quotations are run into the text, the final mark of punctuation can be changed to conform to the grammar of the entire sentence.

Author interpolations should be enclosed in brackets [].

Quotations of four unindented lines or less should be run into the text; longer quotations should be indented left and right. Block quotations are not enclosed in quotation marks.

Ellipses (three dots, each separated by one space: ' . . . ') should be used to indicate omissions in a quoted passage. When the omitted section includes the end of a sentence that closes with a period, indicate the ellipses by four dots with no space before the first (standard typographical practice treats the first dot as a period). Other final punctuation should precede or follow the ellipses points according to where the omission occurs.

Identification of Persons, Organizations, and Publications. The first and last name should be given for each individual on first introduction in the text and footnotes. Titles and/or affiliations should be used on the first reference. First references to U.S. senators and congressman should include abbreviated names of the legislator's party and state: Senator Malcolm Wallop (R-Wyo.).

A foreign political organization or party should be referred to in English with its foreign language name and the acronym (if it is widely known by its acronym) following in parentheses: Confederation for Independent Poland (*Konsederacja Polski Niepobleglej*-KPN).

Titles of books, journals, and periodicals are italicized. When referring to periodicals, do not include an opening definite article within the italicized name: the *New York Times*.

See chapter 7 (pp. 233-92) of the *Manual of Style* for detailed rules on capitalization. The following rules are particularly relevant:

- Civil, military, religious, and professional titles are capitalized when they immediately precede a personal name as part of the name: President George W. Bush; Premier Lionel Jospin; Sheikh Omar Abdel Rahman. BUT,
 - When such titles are in apposition to a name, they are not part of the title and so are lowercased: U.S. president Bush; Jordan's king, Abdullah II; former prime minister Ehud Barak.
 - Titles following a personal name or used alone in place of a name are lowercased: the president of the United States; the congressman; chairman of the Joint Chiefs of Staff.
 - Certain nouns and some adjectives designating parts of the world or regions of a continent or a country are generally capitalized: Middle East; the Western world; western France (direction or locality); the Continent (Europe only); East-Central Europe.
 - Full names of legislative, deliberative, administrative, and judicial bodies, departments, bureaus, and offices are usually capitalized. Adjectives derived from them are lowercased: Congress, congressional; Parliament, parliamentary; State Department, the department; the Supreme Court, the Court (only in reference to the U.S. Supreme Court).
 - Not capitalized are: the George H. W. Bush administration; federal government; the Yeltsin government; ministry; monarchy.
 - Names of national and international organizations, movements, alliances, and members of political parties are capitalized: Republican Party, Progressive Movement. The editors of *Orbis* have adapted this rule as follows: 'communist' is capitalized only in reference to a party with the word 'communist' in its official name: the Communist Party of the Soviet Union; the Communist Party in the former Soviet Union; the Communists under Stalin; Bolsheviks; the Communists in China. But: the communists in Romania; the North Korean communists.
- Political groupings other than parties are usually lowercased: independents; right wing; leftist. But: the Right, the Left.
- Nouns and adjectives designating political and economic systems of thought are lowercased, unless derived from a proper noun: communism, fascism, socialism. But: Marxism-Leninism, Nazism.
 - A numerical designation of a period is lowercased unless it is part of a proper name: eighteenth century, the nineties. Some names applied to historical or cultural periods are capitalized, either by tradition or to avoid ambiguity: Middle Ages, Enlightenment, Gilded Age. But: colonial period (U.S.); romantic period; fin de siècle.
 - Appellations of historical, quasi-historical, political, economic, and cultural events, plans, and so forth are generally capitalized: Industrial Revolution; New Deal. But: civil rights movement. Also, the Second World War, or World War II; the two world wars; the Cold War.
 - Full formal or accepted titles of pacts, plans, policies, treaties, acts, laws, and similar documents or agreements, together with names of programs resulting from them, are usually capitalized and set in roman type without quotation marks: thus, the Treaty on the Non-Proliferation of Nuclear Weapons, or the Non-Proliferation Treaty; U.S. Constitution; the Constitution (only when referring to the United States).
 - Descriptive references to pending legislation are lowercased.

Only unfamiliar foreign words and expressions are italicized and accented as in their original language; familiar ones remain in roman type and are unaccented (e.g., *quid pro quo*, *a priori*, *weltanschauung*, *perestroika*, *intifada*, *coup d'etat*, *cliché*, *jihad*, *vis-à-vis*) according to English-language usage. Latin words and abbreviations such as *ibid.* and *et al.* also remain in roman type.

The hamza and ayn are not used in Arabic transliterations (e.g., Shiite, not Shi'ite).

Japanese names are given first-name first: Foreign Minister Makiko Tanaka, Prime Minister Junichiro Koizumi.

Hyphenation. Prefixes are generally set solid (one word without a hyphen) and compound words are open (two separate words). For detailed rules for hyphenation and compound words, see the *Manual of Style*, pp. 219-31.

Some common prefixes set solid are: postwar; socioeconomic; preempt; progovernment; anticlerical; counterterrorism. Prefixes are followed by hyphens or en dashes, however, when the second word is capitalized or a figure, or to distinguish homonyms: pre-Enlightenment; post-September 11; re-cover. But: transatlantic. The prefixes 'self' and 'half' are usually hyphenated.

Temporary adjectives are usually hyphenated before a noun. They are not hyphenated when used as permanent open compounds or when the first word is an adverb ending in '-ly': eighteenth-century printers; printers of the eighteenth century; a well-known plan; the plan was well known; policy-making body; problems in policy making; a highly acclaimed book.

Please consult chapter 8 (pp. 293-315) of the *Manual of Style* for detailed rules on the presentation of numbers in text. Generally, whole numbers from one to ninety-nine are spelled out (as are their multiples with 'hundred,' 'thousand,' 'million,' etc.), while other numbers are expressed in figures. There are exceptions, such as some decimal numbers, some terms of currency, and mixed cases: 2.3 million years old; \$25 billion; from 200 to 250 pages; 2 percent. Some other common rules:

- Spell out numbers that are the first words of a sentence.
- Express years and numbers referring to parts of a book in figures: the year 1920 (except as the first word of a sentence, 'Nineteen-twenty was...'); chapter 7; table 2.
- Use the general rules for spelling out numbers for references to amounts of money. If the number is spelled out, so is the unit of currency, and if figures are used, the monetary symbol precedes them:

The duty was four pounds.

The committee raised \$325.

The military establishment was to receive \$7.3 billion over the previous year's appropriation.

- Dates are styled as in this example: 'On January 1, 2002, the . . . ' References to a decade are spelled out if the century is implicit: the sixties. If the century is mentioned, the reference is given in figures and written in the form of a plural, not a possessive: 'the 1980s,' not 'the 1980's.' If reference is made to a span of years within a decade, the figures designating the century may be dropped for the second term: the war of 1914-18. If the span lies within two decades, the century should be repeated: the presidential term of 1988-1992; likewise millennia: 1990-2000, not 1990-00.

Inclusive numbers (continued numbers) are separated by an en dash. Please see the *Manual of Style*, p. 311, for specific principles. Some examples are: 3-10; 100-104; 107-8; 321-25; 2787-2816.

Special Usage Matters

Acronyms should be kept to a minimum and should be spelled out in full on first usage, with the acronym following in parentheses.

'U.S.' and 'UN' are used only as adjectives; the nouns are spelled out: 'the United States' and 'the United Nations.'

A government should not be identified with the country: not 'Russia responded?' but 'Moscow responded' or 'the Kremlin responded.'

'Fundamentalist Christians' and 'fundamentalist Islam,' not 'Christian fundamentalists' or 'Islam fundamentalist.'

Peer review

This journal operates a single blind review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. [More information on types of peer review](#).

Use of word processing software

It is important that the file be saved in the native format of the word processor used. The text should be in single-column format. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. In particular, do not use the word processor's options to justify text or to hyphenate words. However, do use bold face, italics, subscripts, superscripts etc. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the [Guide to Publishing with Elsevier](#)). Note that source files of figures, tables and text graphics will be required whether or not you embed your figures in the text. See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Article structure

Subdivision - unnumbered sections

Divide your article into clearly defined sections. Each subsection is given a brief heading. Each heading should appear on its own separate line. Subsections should be used as much as possible when cross-referencing text: refer to the subsection by heading as opposed to simply 'the text'.

Essential title page information

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

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Abstract

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Highlights

Highlights are a short collection of bullet points that convey the core findings of the article. Highlights are optional and should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point). You can view [example Highlights](#) on our information site.

Keywords

Immediately after the abstract, provide a maximum of 6 keywords, using American spelling and avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Abbreviations

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

Acknowledgements

Collate acknowledgements in a separate section at the end of the article before the references and do not, therefore, include them on the title page, as a footnote to the title or otherwise. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

Formatting of funding sources

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

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Artwork

Electronic artwork

General points

- Make sure you use uniform lettering and sizing of your original artwork.
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- Size the illustrations close to the desired dimensions of the published version.
- Submit each illustration as a separate file.

A detailed [guide on electronic artwork](#) is available.

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Formats

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TIFF (or JPEG): Bitmapped (pure black & white pixels) line drawings, keep to a minimum of 1000 dpi.

TIFF (or JPEG): Combinations bitmapped line/half-tone (color or grayscale), keep to a minimum of 500 dpi.

Please do not:

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;

- Submit graphics that are disproportionately large for the content.

Figure captions

Ensure that each illustration has a caption. Supply captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables

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William B. Quandt, *Saudia Arabia in the 1980s: Foreign Policy, Security and Oil* (Washington, D.C.: The Brookings Institution, 1981), pp. 43-45.

- Later references to the same work can use the short form: '*Quandt, Saudia Arabia*, p. 50.'

- For journal articles, include the name of the author(s), title of the article in quotation marks, full title of the journal in italics, and full date. No volume or issue number is needed unless the date is not available:

Chester A. Crocker, 'How to Think about Ethnic Conflict,' *Orbis*, Fall 1999, pp. 613-20.

L. Klepatskii, 'Russia's Foreign Policy Landmarks,' *International Affairs* (Moscow), vol. 45, no. 2 (1999), pp. 18-28.

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Crocker, 'Ethnic Conflict,' p. 617.

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Michael Wines, 'As Ruble Falls, Moscow Unravels Faster and Faster,' *New York Times*, Aug. 25, 1998.

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Chemical and Biological Weapons Nonproliferation Project, Henry L. Stimson Center, 1998 (<http://www.stimson.org/cwc.bwagent.htm>).

Col. Larry M. Wortzel, 'OpEd: The Danger of No Theater Missile Defenses,' *Strategic Studies Institute Newsletter*, Feb. 1999 (<http://carlisle-www.army.mil/usassi/ssioutp/newsletter.htm>).

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Thomas Jefferson declared that 'the sum of good government' consists of 'a wise and frugal Government . . .'

Thomas Jefferson declared, 'The sum of good government' consists of a 'wise and frugal Government, which shall restrain men from injuring one another, shall leave them otherwise free to regulate their own pursuits of industry and improvement, and shall not take from the mouth of labor the bread it has earned.'

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