

## **Now that your paper is accepted for publication in *International Organization*:**

Congratulations! What follows here is a checklist to help you prepare the final manuscript.

- First, check that your **reference citations** are formatted correctly. We use Chicago style with author-date footnotes—the Editorial Manager has a reminder about this, at <http://www.editorialmanager.com/io/default.asp>. Please make sure all parenthetical references are changed to author-date footnotes.

We are not able to edit references that have been generated using reference software such as EndNote. References must be text-only, not hyperlinked to the reference list.

Note that complete publication information should appear in a reference list, with footnote citations limited to author, date, and page numbers in most cases. Any in-text citations must be moved to the footnotes.

Next, please reinstate any references to your own work that previously were cited as “Author.”

- **Regarding figures, graphs, and art.** It is best to send the file from the application you used to create the art. For example, if you use Excel to create a chart, it's really helpful to have the Excel file, not just the picture inserted into the Word document.

With maps and highly detailed pieces of art, we need a base illustration (no type) at 300 dpi. Vector graphics such as .eps or native Illustrator files are the best, but we can work with a 300 dpi gif or jpg as long as the text is not embedded as part of the image. We still need a copy of your conception of the final art, so that we can see where to put the labels.

- **Regarding data and replication.** Authors of papers using quantitative data must provide the data set; accompanying command files, including both for tables presented in the paper and any other specifications referenced in it (e.g., results verbally described in the main text or in footnotes); and appropriate documentation. **Failure to provide this data will result in stoppage of the publication process for the paper.**

We will attempt to replicate your results in-house based on the files you provide.

The data will be posted on the journal's replication website at the time of publication. In addition, authors must refer to the journal's replication website in the acknowledgement section to their paper.

Requests for exemptions to the data posting requirement should be addressed to the editors and will be granted in exceptional circumstances only.

● **Regarding formatting.** Finally, please do not forget to include a word count, and be sure all parts of the article, including footnotes and references, are double-spaced. Article word count should be 14,000 or less, including text, footnotes, references, tables, and figures (8,000 or less for research notes).

Supplementary appendices should be submitted separately from the body of the article. Please do not include an appendix as part of the final version file.

Please e-mail one electronic copy of the final version to [io.managingeditor@georgetown.edu](mailto:io.managingeditor@georgetown.edu).

**The components of the final version must be in the following order:**

1. Title and authors
2. Acknowledgment page
3. Affiliation and e-mail address for each author
4. Abstract page (please list article title and authors on this page as well)
5. Body of article and Reference list
6. Tables (now grouped at the back of the article). We prefer tables in Word, *not* Excel.
7. Figures (now also grouped at the back)

● **Copyediting**

Once your paper is submitted, IO research assistants will attempt to replicate any quantitative data. The managing editor will then review the manuscript and may make suggestions to improve its readability.

Copyediting comes next; you will receive electronic attachments which show the edits (strike-outs, changes, etc.) made by the copy-editor. You will be asked to indicate your changes on the edited file and return it.

This will be the last time changes will be allowed. You will also see your article in page proofs, but you will only be checking for typographical and other typesetter's errors.

● **Social Media**

Please see the accompanying document (Social Media Guide) for a guide to maximizing awareness about your research through various social (and traditional) media outlets. At a minimum, we would like you to provide the IO Editorial Office with a tweet of your article so we can draw attention to your paper when it appears. As the Social Media Guide outlines, we strongly encourage you to create other outreach (blog posts, etc.) about your paper.