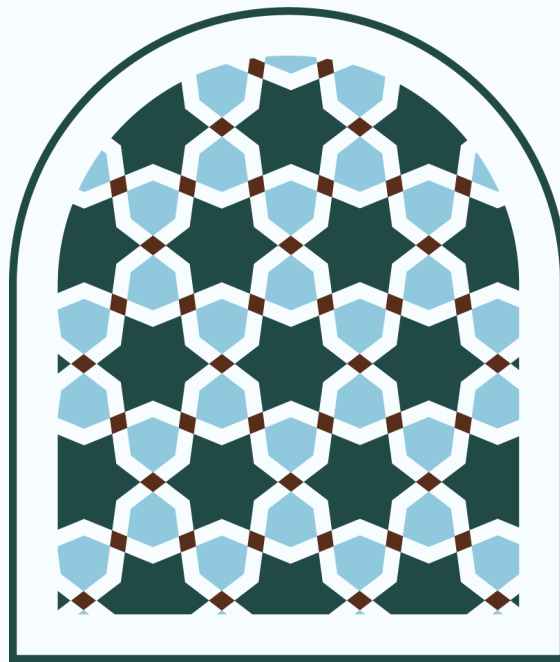




IFME

EDITORIAL GUIDE 2026

Dear contributors and members of IFME, you will find in these Editorial Guidelines the instructions required for submitting your written work. This guide contains several elements of varying importance, yet all are relevant in helping you to understand the association's expectations as clearly as possible. Should you have any doubts or questions, do not hesitate to reach out to the Editor-in-Chief (EiC) by email or via WhatsApp.

The Editorial Department

editorial@ifmeurasia.org

Table of Content

Table of Content.....	1
Before submitting your articles, you should be aware that:.....	2
Accepted submissions include:.....	2
All written submissions must undergo the following process:.....	2
IFME is looking for:.....	2
IFME’s philosophy and expectations:.....	3
What IFME values:.....	4
Writing Guidelines.....	5
Delimiting the subject by establishing norms for the text.....	5
The geographical scope must be clearly defined:.....	5
Delimiting the chronological framework:.....	5
Delimiting the thematic scope:.....	5
About the style.....	7
Quotations.....	8
Italics.....	8
Numbers.....	9
Tables.....	9
About sources.....	10
Footnotes:.....	10
Bibliography:.....	10
Examples of citation (Bibliography and Footnote).....	11
Pictures:.....	12
Caption.....	12

Before submitting your articles, you should be aware that:

Accepted submissions include:

- I. **Analytical articles/essays on Eurasia-related topics (2000-4000 words).**
→ geopolitics, geoeconomics, security, diplomacy, culture, energy, technology...
- II. IFME Monitoring contribution
- III. **Academic publication** (you may discuss it first with the Editor in Chief) **TBD**

All written submissions must undergo the following process:

1. Send your abstract or your article directly in **Google Docs format** to the relevant Head of Division (HoD) and at editorial@ifmeurasia.org, and make sure that **editing access is enabled**. The HoD and the EiC are required, within one week, to accept or reject your abstract/article (for this very reason, it is recommended to **submit an abstract before sending your completed paper**).
2. Once you have received the green light, your article must be edited within a week by members of the editorial team. The editorial team will carry out a **plagiarism check, an AI check, a verification of your sources**, and then suggestions of improvements/corrections will be made; you are **responsible** for rewriting in accordance with and updating your paper
3. Once the editing process is complete, the **EiC reserves the right to publish your article or not**. As a rule of thumb, in the case that all guidelines set out by this document have been respected, your article should be published

→ **Edited submissions will be published only upon receiving the author's final approval.**

IFME is looking for:

Rigorous, **well-documented analysis** based on diverse and reliable sources; an independent, balanced and **non-partisan approach**; clear **analytical added value**, offering original insights or perspectives; structured, precise writing.

IFME's philosophy and expectations:

The think tank upholds full intellectual independence and encourages pluralism of ideas; views expressed are solely those of the authors. Submissions must comply with academic deontology and ethical standards, including **proper sourcing** and originality. **Priority is given to contributions that enhance the understanding of contemporary Eurasian dynamics.**

IFME is a voluntary non-profit organisation. In that matter, your **writings are unpaid**; however, you might get rewarded through other incentives:

- Professional and academic **visibility** contributing to an ambitious project
- **Inclusion** in collective publications or research projects.
- **Participation** in conferences, roundtables, or closed expert discussions.
- **Opportunities** for sustained collaboration within the think tank's network.

IFME engages itself to prioritise any author's contribution to events related to a topic he wrote about and has shown proof of relevance on.

What IFME values:

We are not looking for yet another mere imitation of a student paper from an Anglo-Saxon university, but rather for singular voices. Indeed, IFME seeks to promote experiences and forms of expertise that are territorially and culturally rooted within the scope of the association.

Moreover, to clarify what IFME considers Eurasian, one should first underscore the geographic scope, which exhaustively includes the Balkans, Eastern Europe, Caucasus, Central Asia, Turkey, Russia and China.

IFME does not impose or claim to have one fixed definition of what constitutes Eurasia; however, the association carries the ambition of discussing and developing original approaches and analyses to conceptualise Eurasian spaces within the XXIst century.

Please be aware that no academic degree guarantees the publication of your paper. What truly matters is the personality and singularity of your writing.

Nevertheless, it is important to stress that there exists an art common to all styles. One must conform to several rules to write well, and originality will manifest itself naturally within this framework. “Any development that departs too far from the ordinary mould may well be talented, but it would remain incomplete.” For this reason, you will find in the Writing Guidelines a set of basic rules in addition to our expectations regarding the writing of your article

Writing Guidelines

Delimiting the subject by establishing norms for the text

The geographical scope must be clearly defined:

- A topic dealing with China cannot disregard Taiwan or the PRC unless the title explicitly specifies that the subject concerns the People's Republic of China.
- Likewise, when addressing the broad designation of Eurasia, authors are required to specify what they understand by this term, which countries are included in the study, and **what is meant** by this designation.

Delimiting the chronological framework:

When a subject is framed by precise dates, these dates represent turning points, and this must be made explicit in the analysis. If a subject includes a specific date, reference must be made to the preceding period to understand the period under study and to identify its proper dynamic. Conversely, authors must avoid the opposite pitfall of confining themselves within an excessively rigid temporal limitation. If the subject is defined imprecisely, the significance of the chosen reference period must be examined.

Delimiting the thematic scope:

An article must address all dimensions that may help explain its subject. Several fields of analysis may therefore be involved, including diplomatic, military, political, economic, financial, monetary, commercial, cultural, religious, and ideological dimensions. The core idea of the article should suggest which dimensions are to be emphasised more than others.

- It is necessary to avoid privileging one dimension excessively at the expense of the others and thus to avoid approaches that are exclusively economic, diplomatic, or geographical. Geopolitics, by its very nature, combines all these dimensions. Authors should not rely on a single analytical prism, at the risk of falling into ossifying categorisations.

→ Conversely, the various dimensions must be hierarchised, since they are not all of equal importance. Authors must ensure that no dimension essential to understanding the subject is overlooked.

About the style

The use of AI software for writing and/or editing is STRICTLY prohibited. Any detection of AI software will result in your piece being rejected or suspended.

We require authors not to write in a manner resembling AI-generated text. More generally, contributors should aim to remain themselves and to **articulate their own convictions**. It is precisely this approach that allows fertile ideas and original lines of thought to emerge. This method also helps to avoid enumerations, excessively elongated sentences lacking substance and other stylistic shortcomings.

The use of EN dashes is not encouraged, as it has been associated with the use of AI a lot. However, if really needed, mind to always use EN dashes preceded and followed by a space to break up sentences

- Kazakhstan – the crossroad of Eurasia – borders Russia to the north and west, China to the east, and Kyrgyzstan, Uzbekistan, and Turkmenistan to the south.

Attention should be paid to the lightness and fluidity of sentences. **Authors should avoid particular, intrusive or unnecessary uses** such as:

- Using personal pronouns such as “I” and “we”, including all derivative forms

The writing should be **demonstrative rather than declarative**. Accordingly, it is acceptable and indeed recommended to avoid simplistic moralising or peremptory statements, such as:

- *“If the U.S. stopped stealing oil, everyone would live in peace.”*
- *“War is bad.”*

Avoid using self-referential or metatextual expressions such as “in this article”, “the paper will discuss”, “will be mentioned”, “as abovementioned”, or “this piece concludes”.

Contracted verb forms must not be used. Authors should write “do not” rather than “don’t”, “would not” rather than “wouldn’t”...

Please do not mention the structure, such as “Introduction” or “Conclusion”, which must not be invoked. If the argument is well constructed, the reader should be able to situate themselves naturally within the text.

Quotations

With regards to vocabulary choice, quotation marks must not be used for emphasis. Their sole purpose is to indicate a citation, whether of a single word or of an author’s words.

- A feudal army is referred to as an “ost”.
- According to Solzhenitsyn: “The clock of communism has stopped striking.”

Direct quotations: “...”

Indirect quotations: summarize what someone said + footnote ([more info](#))

Punctuation after quotations is placed within the closing quotation marks: “.”

A quotation within a quotation uses simple quotation marks: “...? ...? ...”.

When omitting text within a quotation/ noting an ellipse, use square brackets [...].

- “To identify the role of the state in China, it is necessary to adopt a historical perspective. Some Sinologists study the industrialisation process in China in the long durée by connecting the latter half of 19th century with the Mao era [...]. The current research, however, begins in 1953 with the issue of the first five-year plan, the ‘156 projects’ programme for industry building [...].”

Block quotations, 100 words or more, must be set off from the text with a 0.3 indent on the left

Italics

Titles of books and journals.

Foreign words written in the same alphabet must be *italicised*. If the word uses a different alphabet, it must be placed in quotation marks:

- In Latin, the word for state is *status*.

- In Ancient Greek, the appropriate term is “πόλις.”

Many foreign words have become naturalised and are therefore in the British dictionaries.

- Sharia and **not** *Sharia*. As the word is in British dictionaries

Also not italicised are names of political parties, government institutions and similar bodies.

Official titles must be capitalised when preceding a name.

Acronyms should be first introduced in parentheses after the first occurrence of the full term.

Exemption for acronyms not requiring prior definition, such as NATO, IMF, or U.S..

Currencies must be cited using the three-letter code AFTER the relevant figure.

- 202 million RMB

Numbers

Spell out one to twenty and all round numbers: fifty, one hundred, one thousand, five hundred. Other numbers should not be spelt out.

Centuries, for example, third, eighteenth and twenty-first, must always be written out in full.

Do not spell out monetary amounts and decimal numbers.

Spell out numbers under twenty and round numbers.

Tables

Table number: description of content. The table must therefore be referred to in the text.

If you are encouraged to use in-text tables, however, you might avoid inserted lists such as bulleted lists, checklists and numbered lists.

About sources

All factual claims, statistics and quotes must be traceable to reputable sources. **All online sources must be hyperlinked**, and every reference must be properly included. However, if a source cannot be accessed due to paywalls, login requirements, or broken links, authors must provide an alternative means of access to a competent editor.

Acceptable sources include: Reputable news outlets, think tank publications, official datasets and academic papers. Wikipedia, Reddit and personal blogs are not sources.

Footnotes:

- Footnotes must refer **to trustworthy and serious sources**.
- As Google Docs does not allow the creation of endnotes, footnotes must be used exclusively. The keyboard shortcuts for inserting a footnote are **Ctrl + Alt + F on Windows and Cmd + Option + F on Mac**.
- References must be formatted in accordance with the [Chicago School 18th edition](#).
- English translations must be provided for titles and journal names originally published in a foreign alphabet. **These translations should appear in round brackets in the main text and in square brackets in citations.**

Bibliography:

- Words included in the bibliography do not count towards the article's word limit.
- Please **also refer to the** [Chicago School 18th edition](#) for bibliography style.
- Sources must be **alphabetised**.
- If a source has no identified author, it should be alphabetised by title within the main list of references. A separate list must not be created.
- Sources must not be separated into categories unless explicitly requested by an editor.

Examples of citation (Bibliography and Footnote)

1. Two authors

Bibliography entry:

Erşen, Emre, and Seçkin Köstem, eds. *Turkey's Pivot to Eurasia: Geopolitics and Foreign Policy in a Changing World Order*. Abingdon, Oxon; New York, NY: Routledge, 2019.

First footnote (full note):

Emre Erşen and Seçkin Köstem, eds., *Turkey's Pivot to Eurasia: Geopolitics and Foreign Policy in a Changing World Order* (Abingdon, Oxon; New York, NY: Routledge, 2019).

Shortened footnote (after the first full note)

Erşen and Köstem, eds., *Turkey's Pivot to Eurasia*, page number.

2. From a foreign language (Latin alphabet)

When a work is written in a foreign language that already uses the Latin alphabet, the Chicago Style keeps the original spelling, accents, and capitalisation. No transliteration is required. The title is not translated unless necessary for clarity. The DOI may be included in the bibliography entry for journal articles.

Original language (French):

Vidal, Florian. 2021. « Le monde vu de Moscou. Dictionnaire géopolitique de la Russie et de l'Eurasie postsoviétique, Jean-Sylvestre Mongrenier. Paris, Presses universitaires de France, 2020, 680 pages. » *Politique étrangère*, numéro d'été, n° 2.

Bibliography entry (Chicago 18th):

Vidal, Florian. «Le monde vu de Moscou. Dictionnaire géopolitique de la Russie et de l'Eurasie postsoviétique, Jean-Sylvestre Mongrenier. Paris, Presses universitaires de France, 2020, 680 pages.» *Politique étrangère* 86, n°2 (Summer 2021): XXVIII–XXVIII. <https://doi.org/10.3917/pe.212.0192zb>.

First footnote (full note):

Florian Vidal, “Le monde vu de Moscou. Dictionnaire géopolitique de la Russie et de l'Eurasie postsoviétique, Jean-Sylvestre Mongrenier. Paris, Presses universitaires de France, 2020, 680 pages,” *Politique étrangère* 86, no. 2 (Summer 2021): XXVIII–XXVIII, <https://doi.org/10.3917/pe.212.0192zb>

Shortened footnote:

Vidal, “Le monde vu de Moscou,” XXVIII.

3. From a non-Latine alphabet

When a book is written in a non-Latin alphabet, such as Cyrillic, Arabic, or Chinese, the Chicago Style requires transliteration of the author's name and the title into the Latin alphabet using a consistent scholarly system, commonly the Library of Congress system. The original title in its native script may be provided in the guidelines for clarity, but it is not included in the final bibliography entry. An English translation of the title may be added in brackets.

Original (Russian):

ИВИНСКИЙ, Д. П. *История русской литературы. Введение*. Москва: Р. Валент, 2019.

Bibliography entry (Chicago 18th):

Ivinskii, D. P. *Istoriia russkoi literatury. Vvedenie* [History of Russian Literature. Introduction]. Moskva: R. Valent, 2019.

First footnote (full note):

D. P. Ivinskii, *Istoriia russkoi literatury. Vvedenie* [History of Russian Literature. Introduction] (Moskva: R. Valent, 2019), page number.

Shortened footnote:

Ivinskii, *Istoriia russkoi literatury*, page number.

Pictures:

Please provide a **description followed by the URL** where the image was obtained.

Make sure to use **the following websites** to avoid copyright issues;

- ❖ <https://pixabay.com/>
- ❖ https://commons.wikimedia.org/wiki/Main_Page
- ❖ <https://unsplash.com/>
- ❖ <https://www.pexels.com/>

Caption

- English: Fig. 1: ...
- The caption must also include a source reference and, where applicable, the name of the copyright holder.