

# Publications Guidelines

**LSE IDEAS** publications are produced in-house using our own institutional branding and style. All outputs, with exception through prior agreement, are published to open access. This enables us to accurately reflect our entire body of work in our reporting, including annual reviews and impact case studies.

## Commissioning and formats

Publications are commissioned via our Microsoft Form, provided to the author/s. This form, like that used for Event organisation, collects all data the team needs to review, prepare and schedule for the publication in question.

The proposal should be original and not published elsewhere; should not infringe upon any copyright or intellectual property rights; and should be free from any perceived advocacy or partisan endorsement. LSE IDEAS will not accept publications drafted using generative artificial intelligence either in its main content or in its citations.

All proposals are subject to initial review and editorial sign-off by the Director and/or Deputy Director. Publication of any material submitted will be at LSE IDEAS' sole discretion, reserving the right to make additions or deletions to the text or graphics prior to publication, to change the format, and to refuse publication.

LSE IDEAS now publishes within five formats—to be confirmed with the Editor—with a clear definition and word count (excluding references):

- **Policy Brief** (2000-3000 words): Analysis from an LSE IDEAS academic, associate or guest contributor addressing an existing foreign policy issue or historical theme – must contain policy recommendations.
- **Strategic Update** (4000-5000 words): Forward-looking paper addressing an emerging strategic issue and concluding with policy advice.
- **Project Report** (4000-5000 words): Report detailing proceedings and findings of a conference/seminar/workshop/other output tied to an LSE IDEAS project/programme.
- **Research Report** (6000-10,000 words): Long-form report drawn from a research project or stand-alone conference; usually multi-authored and co-branded; requires two-month minimum notice for turnaround.
- **Working Paper** (5000-10,000 words): Paper tied to an LSE IDEAS research project in advance of submission to a journal or press.

## **Programme deliverables**

In instances where an LSE IDEAS project/programme includes publication output as part of an existing or proposed grant, please inform the Editor at the earliest available instance; this includes publications with deadlines beyond the current academic year. The Editor will then send a commissioning form for the project lead to submit all requisite details.

This communication is crucial, especially for any publications tied to public or private events, as the team requires appropriate information to enable effective scheduling and, where budgets allow, printing arrangements (see below). Project reports which are not communicated to the Publisher and cleared by review cannot be guaranteed publication by the project's desired deadline.

See Branding Requirements below for project reports which require co-branding.

## **Scheduling**

All publications are subject to LSE IDEAS' production schedule; a place in the schedule can only be confirmed following commission using the data provided in the form.

LSE IDEAS requires a minimum of one month's notice for publications under 5000 words, and a minimum of two-months' notice for those over 5000 words. This is to manage the editorial feedback, peer review, copy-editing and design processes, as well as final proofreading for quality control.

For papers which require a specific deadline, the Publisher may be flexible but cannot guarantee any re-scheduling of our publications pipeline; this is especially the case in circumstances where the required notice period is not met.

## **Peer review**

As an academic think tank, all LSE IDEAS publications (excluding Project Reports) are subject to one-way blind peer review by one or two subject matter experts. Authors may suggest potential peer reviewers, with the final choice being at the discretion of the Editor and Director and/or Deputy Director. This process may extend the initially-planned schedule; for publications which have desired deadlines, the earlier they are commissioned the more likely that deadline can be met.

Project Reports are under the oversight and review of their corresponding leads/managers.

## License agreement

On agreeing to publish following review, LSE IDEAS will issue a License Agreement for signature required from the author/s. The agreement acknowledges the copyright of the author/s and provides LSE IDEAS the non-exclusive license to publish and use the work.

## Referencing and citations

To meet LSE IDEAS' in-house style, authors are required to format their references to Harvard ([Cite Them Right 13th Edition](#)) in-text citations and bibliography. The 13th edition of Cite Them Right no longer requires place of publication to be included when referencing books or book chapters.

Non-citations which do not fit in the main text, such as supplementary comments/details, may be included as footnotes.

References and bibliography do not count toward a publication's word limit. All references will need to be formatted correctly and accurately in the final draft by the author/s before the copy-editing stage can take place.

## Copyediting

All papers are copy-edited to meet LSE's grammar, formatting and style guide, including UK standard spelling. This process is solely at the discretion of the Editor. The Editor also has a responsibility to check the accuracy of references and quotations, as well as data cited; comments will be provided to the author/s for final clarifications and amendments.

## Branding Requirements

### Acknowledgements

Authors must clearly identify any funding bodies, partner organisations, or collaborative initiatives that supported the research. All acknowledgments must be accurate, transparent, and provided prior to the final production stage.

Placement and formatting of acknowledgments will follow LSE's style and branding guidelines.

### **Funding/joint branding/logos**

All branding elements associated with a publication including institutional logos, partner logos, colour schemes, typographic elements, and acknowledgments must comply with [LSE's official branding guidelines](#). Final decisions on design, layout, and presentation rest solely with the Publisher/Editor and are not subject to alteration at the request of the author/s or contributing institutions.

Authors and partner organisations may provide preferred logos or branding materials, but these will be used only where appropriate and only in forms that meet LSE's technical and visual standards. Branding may not be used to determine page layout, cover design, ordering of content, or any other visual or structural aspect of the publication.

Where a publication involves joint branding or recognition of funding bodies, logos must be supplied in high-resolution formats (SVG, EPS, or high-quality PNG). The inclusion, size, placement, and prominence of these logos will be determined by IDEAS in accordance with LSE branding standards. Logos that do not meet quality or style requirements may be declined or adjusted.

### **Graphics/images**

All graphics, charts, photographs, and images must meet the technical standards required for publication, including minimum resolution and clarity. Authors are responsible for supplying correct permissions, licences, captions, and copyright information for all visual materials. The Editor may edit captions for clarity and style and may request replacements where image quality or permissions are insufficient.

### **Third-Party Content & Permissions**

Authors are responsible for ensuring all third-party content has been cleared for use, such as text excerpts, images, data visualisations, and other copyrighted material. Proof of permissions must be provided upon request. Guidance on the use of third-party copyright material in research outputs is available from the LSE Library <https://www.lse.ac.uk/library/research-support/copyright-hub/copyright-guidance-for-researchers>.

## **Recreated Figures & Data Visualisations**

Where figures or data visualisations are recreated for publication, authors bear full responsibility for the accuracy of the reproduced data, the appropriateness of its use, and compliance with all copyright and licensing requirements.

Recreated figures must be clearly original visuals and must not closely resemble any third-party published graphics. Any figures that need to be recreated for permissions reasons should be identified early in the process, before the final design stage to avoid delays to the publication timeline.

## **Non-Compliance**

LSE IDEAS reserves the right to omit any visualisations or graphics that do not meet the above requirements and may ask authors to reference the relevant data or source through citations instead.

## **Dissemination**

The Publisher determines the platforms and channels through which the publication will be disseminated, including but not limited to LSE's website, institutional repositories, and partner platforms. Dissemination decisions are made in line with IDEAS communications strategy and may not be directed by author/s.

Publications may be shared through official LSE social media channels including Twitter/X, BlueSky, LinkedIn, and other relevant platforms at the discretion of the Communications Officer. Where applicable, publications may also be deposited in services such as JSTOR's Open Research Reports (see [LSE IDEAS on JSTOR](#)) or other digital archives. Authors may share the publication on their personal or institutional accounts, provided they adhere to LSE's branding and attribution requirements.



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**LSE IDEAS is LSE's foreign policy think tank.**

Through sustained engagement with policymakers and opinion-formers, IDEAS provides a forum that informs policy debate and connects academic research with the practice of diplomacy and strategy.

IDEAS hosts interdisciplinary research projects, produces working papers and reports, holds public and off-the-record events, and delivers cutting-edge executive training programmes for government, business and third-sector organisations.