



Style Guide for Authors

Justification of Text: If you are using a computer or word processor, use unjustified mode. Leave the right margin ragged and avoid word divisions and hyphens at the ends of lines. Only insert hard returns at the end of paragraphs or headings.

Punctuation: Use a single space after full points commas, colons, semicolons etc. Do not put a space in front of a question mark or any other closing quotation mark.

Full Points: Use full points after abbreviations (p.m., e.g., i.e., etc.) and contractions where the end of the word is cut (p., ed., ch.,). Omit full points in acronyms (HMSO, BBC), after contractions which end in the last letter of the word (Dr, Mr, St, edn, eds, Ltd) and after metric units (cm, kg). Note especially ed. eds; vol. vols; no. nos; ch. chs

Italics: Indicate italics by underlining, in preference to the italic font, and use for titles of books, journals, newspapers, plays, films, dance and theatre works, installations long poems, paintings and ships. Extensive use of italic for emphasis should be avoided.

Initial Capitalization: Please keep capitalization to a minimum. When possible, use lower case for government, church, state, party, volume etc.; north, south, etc. are only capitalized if used as part of a recognized place name e.g. Western Australia, South Africa; use lower case for general terms e.g. eastern France, south-west of Berlin. Dance and Theatre companies should be upper case and Roman, e.g. London Contemporary Dance Theatre.

Quotations: Use single quotation marks for quoted material within the text; double quotation marks should only be used for quotes within quotes. Do not use leader dots at the beginning or end of a quotation unless the sense absolutely demands. For ellipsis within a quotation use three leader dots for a mid-sentence break, four if the break is followed by a new sentence. Quotations of over forty words should be extracted and indented and no quotation marks used.

Spelling: We prefer spellings to conform to the new edition of the Concise Oxford English Dictionary and to follow the Oxford Dictionary for Writers and Editors.

Numerals: In general spell out numbers under 100; but use numerals for measurements (e.g. 12 km) and ages (e.g. 10 years old). Insert a comma for both thousands and tens of thousands (e.g. 1,000 and 20,000). Always use the minimum number of figures for ranged numbers and dates, e.g. 22-4, 105-6, 1966-7; but use 112-13, 1914-18 etc. for 'teen numbers. Use the percentage sign only in figures and tables; spell out 'per cent' in the text using a numeral for the number (e.g. 84 per cent).

Dates: Set out as follows: 8 July 1990 (no comma), on 8 July, or on the 8th; 1990s (not spelt out, no apostrophe); nineteenth century (not 19th century) and insert hyphen when used adjectivally (e.g. nineteenth-century art).

En Rules: Since there is no en rule on a standard keyboard, use a double hyphen for en rules; use these to link number spans (e.g. 24--8); to connect two items linked in a political context (e.g. 'Labour--Liberal alliance', 'Rome--Berlin axis') and to link the names of joint authors (e.g. Temple-- Hardcastle project).

Gender & Ethnicity: We do not use masculine pronouns as universal; avoid 's/he' and 'he or she'; use gender-neutral nouns. Unless you specify otherwise, we will edit accordingly.

Culturally Specific References: Any culturally specific references should be contextualised. Knowledge of or familiarity with a particular country should not be assumed and the Editors are particularly concerned that an exclusively British view or agenda is not promoted.



Notes and References

Due to the constraints in terms of issue length imposed upon us by our publishers, we discourage extensive academic references. You should try to keep any such references to 12 or less with an absolute maximum of 25 references.

Notes should only be used to expand on issues within the text and should be placed at the end of the article before the references; footnotes should be avoided.

References should be placed within the text following the Harvard Reference System which uses the name of the author, the date of publication and, following quoted material, the page reference, as a key to the full bibliographic details set out in the list of references - e.g. "Many composers ... have attempted to return to this state of childhood" (Swanwick 1988: 56); several authors have noted this trend (Smith 1970; Jones and Cook 1968; Dobbs et al. 1973). NB. et al. to be used when there are three or more authors

The date of publication cited must be the date of the source referred to; when using a republished book, a translation or a modern version of an older edition, however, the date of the original publication may also be given. Where there are two or more works by one author in the same year, these should be distinguished by using 1980a, 1980b, etc.

Notes at the end of the article should be followed by a reference list which should include every work cited in the text. Please ensure the dates, spelling and titles used in the text are consistent with those listed in the References. The content and form of the reference list should conform to the following examples. Please note that page numbers are required for articles, both place of publication and name of publisher should be noted. Do not use et al. in the reference list; spell out each author's full name or surname and initials.

Book/Multiple Author: Kay, John, Mayer, Colin and Thompson, David (1986) *Privatization and Regulation*, Oxford: Clarendon Press.

Article in Edited Volume: Kreile, Michael (1992) 'The political economy of the new Germany', in Paul B. Strares (ed.) *The New Germany and the New Europe*, Washington DC: Brookings Institution, pp. 55-92.

Article in Journal: Streeck, W. and Schmitter, P.C. (1991) 'From corporatism to transnational pluralism: organised interests in the single European Market', *Politics and Society* 19: 133-64.

Edited Text: Smith, Adam (1776) (1776) *An Inquiry into the Nature and Causes of the Wealth of Nations*, ed. R.H. Campbell, A.S. Skinner and W.B. Todd, Oxford: Oxford University Press.

Translated Text: Jaspers, K. (1983) *General Human Resource Management*, 7th edn, trans. J. Hoenig and M. Hamilton, Manchester: Manchester University Press.

Article in Newspaper: Barber, L. (1993) 'The towering bureaucracy', *Financial Times*, 21 June.