

# Style Guide for Contributors

Manuscripts should be presented in a form and style as set out the Journal's Style Guide below.

- 1. Spelling:** Use Webster's Dictionary (11<sup>th</sup> edition) for questions of spelling.
- 2. Page layout:** Word standard document page layout, with justified columns. No other format.
- 3. Headings:** The typescript should be set out in such a way that the heading levels within chapters are immediately apparent. To indicate the different levels of heading and subheading in your manuscript, please use [A] in front of main headings, [B] in front of sub-headings and [C] in front of sub-subheadings if necessary.
- 4. Font:** All text to be in Times New Roman. Main text to be font size 11 pt. Indented quote font size 10.
- 5. Emphasis:** To emphasis a word or phrase please italicise it in the text. Do not use bold or underline.
- 6. Quotes:** Quotes of less than three lines should be run on in the text of the paragraph, in 11 point. Quotes of greater than three lines should be in 10 point, one line spaced above and below the quote, and indented with one tab. Use the UK convention for quotes (i.e. single quote marks; double quote marks within the quotation) – e.g. 'The Marxist epithet "The philosophers have interpreted the world, the problem is to change it" remains as apt in the 21st century as it was in the 19th'
- 7. Line spacing:** Single
- 8. Between Paragraphs:** Single space
- 9. Citations:**

Use the Harvard Style, **following the version explained and exemplified below.**

Works should be cited in the text by the name/date system: that is, give the author's surname, year of publication and, where relevant, the page reference immediately after the material derived from the source, e.g. (Jones 1998, 64). When referring to text spanning more than one page: (Max 1997, 81-83).

Please include page numbers for journal articles as well as books.

In the bibliography, for books, please follow this style (punctuation, upper/lower case) exactly: Surname, Initial. Initial. (Date of publication) Title, Place of publication: Press. E.g. Dawkins, R. (1989) *The Selfish Gene*, Oxford: Oxford University Press.

For journals (again please follow this style exactly): Surname, Initial. Initial. (Date of publication) 'Title of paper', *Title of Journal*, volume number (issue number), x-y.

See below for further bibliography examples.

10. Include page reference numbers for all direct citations.
11. Where there are two or more works by the same author in the same year, they should be distinguished by adding letters: 1997a, 1997b, etc.
12. When quoting a work by three or more authors, use et al. in the text, but give all the authors' names in the reference list/bibliography.
13. **Bibliography:** Reference and bibliographical lists must always be arranged in alphabetical order by author. Titles of books and journals must be given in italics.
14. Every work quoted from or mentioned in the text must be included in the reference list/bibliography. Please check that all references are present, and that dates in the text and in the reference list/bibliography are identical.
15. Bibliography examples:

## **Books**

Colorado, J.A. (2006) *Economic theory in the Mexican context: recent developments on the ground*, trans. K. Smith, Oxford: Oxford University Press.

Makkai, A. and Lockwood, D. G. (1973) *Stratificational Linguistics: A Reader*, Tuscaloosa: University of Alabama Press.

Pike, K. L. (1967) *Language in Relation to a Unified Theory of the Structure of Human Behaviour*, revised edn., The Hague: Mouton.

Rajiv Mehrotra (ed.) (2006) *Understanding the Dalai Lama*, London: Penguin Books.

*Chapter in an edited volume:*

Veltman, R. (1982) 'Comparison and intensification: an ideal but problematic domain for

systematic functional theory', in J. Benson and W. Greaves (eds.), *Systematic Perspectives on Discourse*, Norwood, NJ: Ablex, 15–32.

## **Journals**

Flyvbjerg, B. 'Habermas and Foucault: Thinkers for Civil Society?' *The British Journal of Sociology*, 49 (2), 210-233.

Halliday, M. A. K. (1961) 'Categories of the theory of grammar', *Word*, 17, 241–92.

Lamb, S. M. (1964) 'The sememic approach to structural semantics', *American Anthropologist*, 66 (3, Part 2), 57–78 (reprinted in Pike, 1967).

## **Conference papers**

### **Published paper:**

Gouadec, D. (2001) Training translators: certainties, uncertainties, dilemmas, in B. Maia, J. Haller and M. Ulrych, (eds.) Training the language services provider for the new millennium: proceedings of the III Encontros de Tradução de Astra-FLUP, Universidade do Porto, 17 March. Porto: Universidade do Porto, 31-41.

### **Paper published online:**

Said, M (2006) Reading the World In Fethullah Gulen's Educational Philosophy, *Second International Conference on Islam in the Contemporary World: The Fethullah Gülen Movement in Thought and Practice*, Southern Methodist University, Dallas, Texas, 4-5 March. Available at: <http://www.fethullahgulenconference.org/dallas/read.php?p=reading-world-fethullah-gulen-educational-philosophy> (Accessed 26 March 2013).

### **Unpublished paper:**

Scollo, M. (2012) Antiguan contrapuntal conversation in the Bronx, New York. Paper presented at *The ethnography of communication: Ways forward*, Creighton University, Omaha, Nebraska, 10-14 June, unpublished.

## **Internet**

### **Web document:**

Department of Industry, Tourism and Resources (2006) *Being Prepared for an Influenza Pandemic: a Kit for Small Businesses*, Government of Australia. Available at: <http://www.innovation.gov.au>. (Accessed 28 February 2009).

### **Webpage:**

Byrd, K. (2013) *Report on Sufi-Yogi Dialogue*. Available at: [http://www.sevenpillarhouse.org/article/report\\_on\\_sufi-yogi\\_dialogue/](http://www.sevenpillarhouse.org/article/report_on_sufi-yogi_dialogue/). (Accessed 1 March, 2013).

Dialogos (n.d.) *Create inspired futures*. Available at: <http://dialogos.com/about/overview/> (Accessed 26 March 2013).

(Please use 'n.d.' to indicate that no date for the document or webpage is available, both in the in-text citation and in the bibliography.)

NCVO (2013) *Budget 2013: NCVO's Response*. Available at: <http://www.ncvo-vol.org.uk/news/politics/budget-2013-ncvo-s-response>. (Accessed 26 March 2013).

### **Blog:**

Newton, A. (2007) Newcastle toolkit, *Angela Newton blog*, 16 January. Available at: <https://elgg.leeds.ac.uk/libajn/weblog/>. (Accessed 23 February 2007).

## **Newspaper articles**

Independent, The (1989) Limits to mutual tolerance (editorial), *The Independent*, 18 February.

Jones, J. (2013) Life and death in Pompeii and Herculaneum – review, *The Guardian*, 26 March. Available at: <http://www.guardian.co.uk/artanddesign/2013/mar/26/life-and-death-pompeii-review>. (Accessed 26 March 2013).