Formatting and Referencing Guide for Authors[1]

1. Format

a) Presentation of your article

Chapters cannot exceed 3,300 words in length including the references. If your chapter exceeds the limit, the editors will cut down the text according to their consideration. Preferably, the chapter should be below 2600 words, including the references.

Articles should be in English, typed in **double spacing** (including all notes and references), with pages numbered. (In tables you may use single spacing.) Use black font colour everywhere in the text.

Have 1-inch margins on all four sides of your text.

Do not use tabulators or indent your text in any other way when starting a new paragraph or section of your chapter or listing your refences.

Do not insert a blank line between paragraphs unless the blank line precedes a subtitle (i.e. a new section).

Use **Optima font type**, **size 12** (like this document will appear once you have the Optima font installed) including tables and, where possible, figures. Optima is not a regular windows font type (i.e. it is not yet installed on your computer).

Installing the Optima font

You can download a free version of Optima from this url: http://www.freefontsdownload.net/data/free-optima-font-39.htm. The download will be a .zip file—unzip (i.e. extract) its content and work with the unzipped (extracted) folder in the next steps. In the unzipped folder there will be two files that you will have to install on your computer: OPTIMA.TTF and OPTIMA_B.TTF. In Windows 7 and 10, installation is by (1) right clicking the file's name in Windows Explorer and (2) selecting 'Install' from the pop-up menu.

b) Headings and sub-headings

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[1] The following sources were used to create this guide:
University of Bradford Library (2017) *Guide to referencing using the Harvard System, available* https://www.bradford.ac.uk/library/media/library/documents/Guide-to-referencing-using-the-Harvard-System--November-2017.pdf, accessed 10 June 2018.
Janes, G., Nutt, G. and Taylor, P. (eds.) (2016) *Student behaviour and positive culture*, SEDA Special 38, London: SEDA.
'EPS presentation of your article' (2018) Unpublished Author's Guide, *European Political Studies.*

Headings should be in bold sentence case

Sub-headings should be in italic, bold, sentence case

Do not use numbered headings.

c) Footnotes

Footnotes should be only of explanatory nature—referencing is done by the Harvard style (see below) and not by footnotes. Keep textual footnotes to a minimum, indicate them with superscript numbers (i.e. use the footnote function of your word processing software).

Do not use endnotes.

d) Quotations

When quoting directly, **single quotation** marks should be used. Any quotations over 5 lines in length should keep (!) the quotation marks and be indented both left and right. If a punctuation mark follows the quotations, the punctuation mark should follow (not precede) the closing quotation mark. For example, 'Fast cars are dangerous', (and NOT 'Fast cars are dangerous,').

e) Spelling

Use UK spelling and punctuation. Use ~ise/~isation/~ising throughout. The easiest to check for this is setting the proofing language to English (UK).

Avoid contractions of grammatical nature: use 'do not', 'is not', 'would have' 'it is' (NOT 'don't', 'isn't', 'would've', 'it's'), etc.

Use full points after abbreviations (e.g., i.e., etc.) but not after units of measurement or contractions (kg vols eds).

Similarly, if possible use UK not US expressions (e.g. marking, not grading), but more importantly, whichever you use, use it consistently (for example, use marking only or grading only, not both).

Do not use the Oxford comma, that is, do not use a comma before the word 'and' at the end of a list. For example:

'…apples, oranges, pears and cherries.' (NOT '…apples, oranges, pears, and cherries.')

If you write the name of your discipline, do not use first capitals. Write, for example, sociology, political science, social work (NOT Sociology, Political Science, Social Work).

However, when you write the title of your course, you should capitalize the first letter of each word in the title. For example, Theoretical Approaches to the Study of the European Union. Do not italicize or put into quotation marks the title of the course.

If you want to use the acronym for philosophy doctorate, please use PhD (and NOT Ph.D., PhD. or any other versions).

f) Numbers

Spell out numbers (whether ordinal or cardinal) below 100 (e.g. nineteen students, NOT 19 students; one out of twenty nine, NOT 1 out of 29).

Exceptions:

- a series of numbers appearing close together;

- numbers giving exact measurements or with abbreviated units of measurement such as 7 kg, 15.8 mm;

- in usual cases like 5.00 p.m. (but five o'clock);

- phrases involving hundreds, thousands, millions etc. where round numbers are given (e.g. two hundred, fifteen thousand);

- per cent (not percent); use % only in tables.

If your chapter is based on **statistical analysis**, statistical results should be presented using the actual numbers, e.g. N=19, SD=2.55. Similarly, if you explain how your variable was coded, use the actual number, e.g. 'if the answer was yes, I coded it as 1' NOT 'if the answer was yes, I coded it as one'.

Remember to use **decimal points** (e.g. 15.2), not decimal commas (NOT 15,2).

g) Dates

Use the style, 31 January 1984; use 1930s, not thirties, 30s or '30s.

h) Tables and Figures

- Tables and figures should appear in a separate **appendix**, NOT inserted in the text. In the text, a place holder line should be added that says [Table 1] or [Table 1 here] where the table should approximately appear. Align the placeholder text to the centre. E.g.

<div align="center">[Table 1]</div>

- In addition, each table and figure should be mentioned in the text where relevant and each table's and figure's important information should be interpreted in the text (i.e. do not expect the reader to figure out what numbers in the table mean). For example: Twenty per cent of the students said they liked the new method of teaching, forty four per cent said they did not favour either teaching method, and the remaining thirty six per cent thought student-centred teaching methods were too taxing on them (table 1).

- Regarding **numbering tables and figures**, they should be considered as separate type of items and numbered separately—that is, there will be a table 1 and a figure 1 in the text as well. The first table referenced in the text will be the table 1, the second table the table 2, the first figure is figure 1, the second is figure 2, etc.

  Both tables and figures are presented in numerical order in the appendix, but they are grouped separately (i.e. table 1 is followed by table 2 and table 3 and then—after all tables appeared—comes figure 1, figure 2, etc.)

- The **appendix** starts on a new page and should be named 'Appendix'. Use 'insert page break' function of your word processing software (do NOT press 'enter' many times to make the appendix fall on the next page).

- In the appendix, each **table and figure** should have a descriptive but unique **title**, which should start with the table/figure number on the top of the table. For example:

  Table 1. Comparison of the treatment and control groups' learning after frontal lecturing and active learning exercises.

- Use as little formatting as possible other than vertical and horizontal lines for tables. Do not shade cells.

- Use only the greyscale for figures. Do not use any other colours than black, shades of grey, and white, please. If you need to differentiate between curves or areas, consider using patterns instead of colours or greyscale (in case greyscale is not distinctive enough).

- Write the source at the bottom of the table as it were an in-text citation. If the table or figure is borrowed from someone else (and the have the source appear in your reference list/bibliography. For more on referencing, see below). For example:

Source: John and Smith 1990: 123.

- If the table is your creation based on your data, do not name the source (i.e. do not write own source or the like—the reader will assume that every table without a source is your own).

2. References

Referencing is done according to the **Harvard** style (name and date), which uses parenthetical notes in the text and a reference list at the end of the manuscript.

a) In-text (parenthetical) references

- In the text, refer to the author name (without spelling out the first name or initials of the author; use initials only if there are two authors with the same name) and year of publication. For example:

  Since Jones (1983) has shown that…This is in results attained later (Smith 1984: 16).

  Note that if the author's name appears in the text, it is enough to add the publication date in parenthesis. For example:

  Since Jones (1983) argued… (NOT Since Jones argued (Jones 1983).

- Publications by the same author(s) in the same year should be identified with a, b, c (e.g. Smith 1974a; Smith 1974b) closed up to the year.

- If there are two authors for a publication, put both names separated by 'and' (NOT &).

- If there are more than two authors, put the name of the first author followed by et al. For example:

  Since Smith et al. (1974) argued that…This was later confirmed by others (Brown and White 1979: 17; Williams et al. 2017).

- When quoting verbatim, always use page numbers and it is advised to use page numbers when referencing an entire book (not just a chapter from a book). Page numbers follow the author's surname, the date of publication, and a colon. For example:

  (Johnston 1888: 27).

b) Reference list (bibliography)

- Name your reference list/bibliography 'References' (NOT Reference List, Sources, or Bibliography)

- Place a reference (i.e. bibliography) at the end of your manuscript in alphabetical order of authors. The reference should start on a separate page— use the 'insert page break function' of your word processing software.

- If there are more than two authors and you use et al. in the text, you should include the names of all authors in the references.

- Titles are written in 'sentence case', i.e. you only use a capital letter for the first word in the title (except words that usually have capital letters in English, like people's names, place names, and the names of organisations).

- Below, find examples for the most commonly referenced source types. If the type of work you used are missing or you cannot make sense of what needs to be done, contact the editors.

Paper in journal

Higgott, R. (1998) 'The Asian economic crisis: a study in the politics of resentment', *New Political Economy*, 3:3, pp. 333-336.

Blinder, A.S. and Solow, R.M. (1970) 'Analytical foundations of fiscal policy', *Journal of Finance* 25, pp. 47-54.

Bender, J., Bloggs, B. and Swistak, P. (1997) 'The evolutionary stability in cooperation', *American Political Science Review* 91:3, pp. 290-297.

Paper, advance online publication

Howorth, J. (2010) 'Sarkozy and the "American Mirage" or Why Gaullist Continuity will Overshadow Transcendence', *European Political Science* advance online publication, 5 May, doi:10.1057/eps.2010.3.

Book

Giddens, A. (1990) *The Consequences of Modernity*, Cambridge: Polity.

Kay, J., Mayer, C. and Thompson, D. (1986) *Privatization and Regulation*, Oxford: Clarendon Press.

Brown, C. (ed.) (1994) *Political restructuring in Europe: Ethical Perspectives*, London: Routledge.

Chapter in book

Hook, G.D. (1998) 'Japanese Business in Triadic Globalization', in H. Hasegawa and G.D. Hook (eds.) *Japanese Business Management: Restructuring for Low Growth and Globalization*, London: Routledge, pp. 19-38.

Newspaper or magazine article

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

Website

Food and Drug Administration (2003) *Pharmaceutical cGMPs for the 21st Century - A Risk Based Approach*, available at http://www.fda.gov/oc/guidance/gmp.html, accessed 8 November 2003.

Note that the author maybe a corporate author when citing websites. The author's name is followed by the publication date of the given page, which may be located either at the top or the bottom—if this cannot be identified use the year of access. Next is the title of the given document or page—if no title is provided, use the first few words of the document for the title. Provide the URL and the date of access at the end.

3. Before final submission

Once you have formatted your chapter according to point 1 and referenced it to according to point 2, de the above formatting and referencing modifications in your chapter, please, do the following before submission.

a) Crosscheck in-text citations with the reference list/bibliography.

All works that were referenced in the text, should appear in the bibliography. Similarly, the bibliography should contain only items that were referenced in the text.

b) Final corrections

- Read a non-marked-up version (i.e. without track changes and comments) of your chapter for eliminating inconsistencies, repetitions, non-vital information, or any other kind of redundancy or error. While doing this, pay attention to both content and presentation (formatting). It is highly recommended that you

do this reading a printed (NOT an onscreen) version of the chapter: it is easier to catch mistakes in print than on the screen of an electronic device.

- Use the proofreading function of your word processing software. It can help eliminate undetected errors. However, use it with care—not every suggestion the proofreading function recommends is sensible.

Thank you very much for following these guidelines. They are quite comprehensive and require you to invest significant additional time and effort into presenting your chapter in line with the publisher's standards. We appreciate you following the guidelines as professional authors do, and thus, assists all individuals engaged in the book production, including the proof reader, the layout maker, the website manager (for the online version) and the typesetter (printed version). Ultimately, you will contribute towards publishing a book, which is recognized by the readership as a professional piece of work. This is what we, the editors, aim for.