STYLE GUIDELINES FOR ARTICLES AND REVIEWS

July 2016

1. Layout

Contributions should normally be presented in Calibri font size 11, double spaced, with wide margins.

2. Title of your article

a) The title of the work you submit should begin with a capital letter. All following words should be in lower case unless a particular word demands capitalisation.

b) Titles should be in bold, left aligned and in font size 16, e.g.

E-tools in the language classroom

3. Author(s) of your article

a) The title of your article should be followed by a line space, then the name of the author (font size 14) and the name of his/her department and institution (font size 12), both also left aligned, e.g.:

E-tools in the language classroom

Paul Evans

Italian Department, School of Languages, Cultures and Societies, University of Leeds

b) If there is more than one author and institution, list them one below the other, e.g.:

E-tools in the language classroom

Paul Evans

Italian Department, School of Languages, Cultures and Societies, University of Leeds

Sophie Ribeiro

German Department, School of Languages, Cultures and Societies, University of Leeds

c) The author's or authors' email address should be placed at the end of the article, but before any References, Notes, Appendices or worksheets, left aligned and bold under the heading Address for correspondence, e.g.

Address for correspondence:

p.evans@leeds.ac.uk

4. Headings

These should be left aligned, capitalised and bold, followed by a line space, e.g.:

INTRODUCTION

Sub-headings should be left aligned, in lower case and bold, e.g.:

Methods

5. Paragraphs

New paragraphs should be preceded by a line space but **not** indented.

There should be no line space before the opening paragraph of a section or sub-section.

6. Italics

a) Book/film/poem/magazine/newspaper titles should be italicised. A capital letter is used for the first word and every *significant* word in such titles E.g.: *The History of the Siege of Lisbon*

b) Italics should also be used for emphasis, rather than underlining or bold.

c) Foreign words (including Latin tags) in an English text are italicised - as against direct quotations from foreign sources, which appear like all other quotations in single commas, e.g.:

Saramago's line 'Não tenhamos pressa, mas não percamos tempo.' demonstrates *per se*...

7. Numbers

a) In the text (as against (foot)notes) numbers from 1-10 should be written out in full. Larger numbers should be written in digits.

b) Numbers of ten thousand or more should be written with a comma or commas, e.g. 10,000.

c) Very large numbers should be written in units of millions or billions, e.g. 1.5 million.

d) Fractions should be written without hyphens, e.g. one third.

e) Percentages should be written as figures, e.g. 27%.

f) Page numbers should be written as follows: 178-9

8. (Foot)notes

Notes should be inserted automatically via the WORD Reference facility, **not** keyed (typed) separately. Only Notes inserted by the WORD facility can be moved or re-

numbered by the General Editor and/or the typesetter easily and quickly at later stages in the editorial process.

9. Quotations

a) Quotations should be in single quotation marks.

b) A quotation within a quotation should have double quotation marks.

c) Quotations running to more than two lines are indented and do not need quotation marks.

d) Foreign language quotations in an English text should be in single quotation marks.

e) Omissions in a quotation should be indicated by three dots enclosed in square brackets.

10. Tables & figures

All tables and figures should be numbered and have a title beginning with a capital letter, e.g.:

Table 1: Literacy in Austria

Figure 2: Students' perception of linguistics benefits of online learning

11. How to reference other authors' work

Use the Leeds version of the MHRA available here https://library.leeds.ac.uk/skills-referencing#activate-mhra_style when referencing sources in your work.

Here are some examples taken from MHRA referencing: quick crib sheet

Please note that these references are formatted as they would appear in the bibliography, rather than as footnotes. One difference is that items in a bibliography don't end in a full stop.

Book

Cook, Chris and John Stevenson, *British Historical Facts, 1688-1760* (London: Routledge, 1988)

Huang, J., *History Today*, 2nd edn (Oxford: OUP, 1997)

Chapter from book

North, R.C., 'The Revolution in Asia: N.M Roy', in *Revisionism: Essays on the History of Marxist Ideas*, ed. by Leopold Labedz (London: Allen and Unwin, 1962), pp.131-39

Journal article (print)

Walzer, Michael, 'A Theory of Revolution', *Marxist Perspectives*, 2 (1979), 24-48

Journal article (online)

Darnton, Robert, 'An Early Information Society: News and the Media in Eighteenth-Century Paris', *American Historical Review*, 105.1 (2003) <http://0-www.jstor.org.wam.leeds.ac.uk:80/stable/2652433> [accessed 23 June 2008]

Website or webpage

Kanber, Pieter, *Brown's Referencing Pages* (2001) <http://web.address.htm> [accessed 14 January 2002]

12. If you write a Review in instead of an article, this additional rule applies:

Titles of books or materials reviewed should be listed as follows:

Title in bold and lower case, left aligned, 11 point font

Author's full name, 11 point

10 point font: Publisher, comma, year of publication, comma, number of pages plus pp

(no space before pp and no full stop after it), comma, price

In 10 point font, in italics: ISBN

E.g.:

Portuguese: An essential Grammar

Amélia P. Hutchinson and Janet Lloyd

Taylor & Francis Ltd, 2003, 262pp, £29.99

ISBN 0415308178

For more detailed advice, please consult the Modern Humanities Research Association Style Guide (LINK HERE)

http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml