

# Detailed Final Manuscript Style Guidelines

This document provides details on typesetting and layout requirements pertaining to final manuscript submission.

## **Structure of Final Manuscript**

The final version of your manuscript must include the following elements:

- Title of the paper, followed by
- Full name / Affiliation and Email address for all Authors
- Two abstracts (250-350 words each) – one in English and another one in the author’s language. The abstracts should be written without subsections. The texts should be concise, informative and original, without referring to any sources or using tables and figures.
- 5 keywords (both in English and in the author’s language)
- Introduction and the remaining elements of the article
- Bibliography

**It is expected that the manuscript should be accompanied by a short up-to-date biographical note for each author (150-200 words).**

## **Formatting Requirements**

- Do not insert page numbers, headers, or footers in your text.
- Submit your manuscript, including tables, figures, appendices, etc., as a **single file** (Word or RTF files are accepted).
- Page size should be 21 x 29.7cm (A4).
- All margins (left, right, top and bottom) should be 2.5 cm.
- Do not indent text / paragraphs.
- 1.5 line space your text.
- Use a single column layout with margins left justified.
- Please use size 11 pt. Times New Roman font or the closest comparable font available. Avoid the use of fonts smaller than 6 pt.
- For quotes, please use single quotation marks ( ‘x’ ) rather than double ( “x” ).
- If figures are included, use high-resolution figures.
- Please Copyedit your manuscript – ensuring that it is produced to a very high standard and reads well.
- Make sure that all citations are included in the bibliography, and all items in the bibliography are cited (this is the responsibility of the author(s)).

## **Language & Grammar**

- All submissions must read well. If you need guidance, you could use *Elements of Style* by William Strunk, Jr. and E. B. White, but other excellent guides (e.g., *The Chicago Manual of Style*) exist as well.

- While US English is acceptable authors cannot mix both. To facilitate standardisation please use ‘s’ rather than ‘z’ in spelling words such as ‘analyse’, ‘standardise’, etc. and use ‘colour’ instead of ‘color’ etc.
- It is vitally important that you ensure your publication has been ‘spell-checked’ and ‘grammar-checked’. Presenting an publication that has not been checked and is not up to a professional standard will delay publication.

### **Article Length**

- It is normally expected that Manuscripts should be between 4,000 and 6,000 words in length.

### **Use of Colour**

- The font for the main body of text must be black.
- Authors are encouraged to take advantage of the ability to use colour in the production of figures, maps, etc., however, you need to appreciate that this will cause some of your readers’ problems when they print the document on a black & white printer. For this reason, you are advised to avoid the use of colours in situations where their translation to black and white would render the material illegible or incomprehensible (try printing in B&W yourself to test this).
- Please ensure that there are no coloured mark-ups or comments in the final version, unless they are meant to be part of the final text. (You may need to "accept all changes" in track changes or set your document to "normal" in final mark-up.)

### **Emphasised text**

- Whenever possible, use italics to indicate text you wish to emphasise rather than underlining it. The use of colour to emphasise text is discouraged.

### **Font faces**

- Except possibly where special symbols are needed, use Times or the closest comparable font available. If you desire a second font, use a simple sans serif font (e.g., Arial). If you need to use specialised fonts please check their usage with the Press.

### **Headings**

- Headings (e.g., start of sections) should be distinguished from the main body text by their fonts. Use the same font face for all headings and indicate the hierarchy by increasing / reducing the font size. There should be space above and below headings.

- ✓ Level 1 (Major) Headings should be size 14 font, Bold and use “Title Case” or “Headline Case” (i.e. all words are capitalised except for minor words)
- ✓ Level 2 (Minor) Headings should be in ‘Sentence Case’ and formatted as size 11 font, italicised and bold.

### **Titles**

- Within the text, whenever possible, titles of books, movies, etc., should be set in italics rather than underlined.

### **Footnotes**

- Because the recommended referencing is based on Harvard Style (ISA – see below), in most instances, Footnotes should not be necessary. However, where used, Footnotes should appear at the bottom of the page on which they are referenced rather than at the end of the paper (i.e. NOT endnotes). Footnotes should be in 10pt. Times or closest comparable font available.
- Footnote numbers in the text must follow, rather than precede, punctuation. Excessively long footnotes are probably better handled in an appendix. All footnotes should be left-justified (i.e., flush with the left margin).

### **Tables and Figures**

- To the extent possible, tables and figures should appear in the document near where they are referenced in the text. Avoid the use of overly small font size in tables. Tables or Figures should not be submitted in a separate document or file. If images are of insufficient quality, the editor may need to contact you directly to request better quality images for the final typesetting of your paper.
- Permission for the use of images is entirely the responsibility of the author, not the Academic Press. If you submit an image it **MUST** have a source, and where the Author of the publication is not the owner of the image, it is understood that you have secured permission to use a visual.

### **Citations**

**PLEASE ENSURE THAT YOU FOLLOW STRICTLY ALL CITATION REQUIREMENTS!!!**

- All in-text citations must include the surname of the author(s) followed by the year of publication: (Murphy, 2021)
- A direct quote must include the page number, separated from the year by a colon (no space): (Murphy, 2021:23)
- Where a citation has two or more authors, instead of using ‘and’ preceding the final author, please use an ampersand (&). (Murphy, O’Connor & Ryan, 2021)
- When using *et al.* in your paper, it must be italicised: (Murphy *et al.*, 2021) or Murphy *et al.* (2021) in their work ...

## References

- Our recommended style for your **Bibliography / Reference List** is Harvard Style ISA – see: [https://www.isa-sociology.org/uploads/files/sociopedia-isa\\_harvard-style-guidelines.pdf](https://www.isa-sociology.org/uploads/files/sociopedia-isa_harvard-style-guidelines.pdf) ).
- Please do not ‘bullet’ or ‘number’ bibliographic entries, and list all entries in alphabetic order.
- Please ensure that all citations are included in the bibliography, and all items in the bibliography are cited.
- It is the author’s obligation to provide complete references with the necessary information. References should appear directly at the end of the document –after the last sentence of your submission. Please insert a line break – not a page break – and begin your references on the same page, if possible. References should be left justified.