



# guidelines for contributors

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## General remarks

- Keep layout simple, but you can put in italics, bold etc – these will transfer if you are going from Word to rft. Do not use underline.
- Don't indent for paragraphs - use double return.
- Don't use different fonts, stick with arial, all the way.
- Font size: 12 across the whole document also for headings and sub-headings.
- Don't hyphenate words that occur at the end of lines because hyphens will fall in the wrong place in the set copy.
- Don't justify.
- Try to be consistent in your spelling, style etc. That way changes can be made globally.

Generally consistence is all-important, but please follow these rules.

- **Quotations within running text:** double quote marks, but single for quotation within quotation. Square brackets for author/editor's insertion of words not in the original.
- **Italics:** for names of ships, play titles, newspapers (only *The Times* and *The Economist* have 'The' as part of title), paintings, film titles, books, magazine, journals, TV programmes names.
- **Roman and single quotes:** for essay and short story titles.
- **S/Z:** s spelling preferred (e.g. organise, apologise, etc).
- **Dashes:** spaced 'en' rules - to be typed thus.
- **Ellipses:** three dots with spaces on either side thus ... even if sentence ends or starts with one. Omit all other punctuation even if, for example, a sentence ends before the ellipse.
- **Paragraphs:** indicate by double hard return. No indent.
- **Hyphens:** maintain consistency: compound nouns, e.g. film-maker, make-up (but not established compounds, e.g. soundtrack, comeback, breakdown, etc); double adjectives, e.g. well-timed (but not adverb and adjective, e.g. widely known); clashing vowels, e.g. co-operate, re-introduce (but not rewrite, rethink etc); words with two meanings (e.g. recreation and re-creation); adjectival phrases, e.g. middle-class (but not the noun, e.g. the working class); hyphenate five-year-old but no one.

- **Foreign words/phrases:** Roman only for words/phrases in common usage, e.g. rendezvous, role, regime (note: no accents).
- **Contractions:** omit full point of contraction (which end in last letter of word), e.g. Dr, Mr, Mrs, St, eds, Ltd; and after metric units, e.g. cm, m, km, kg, etc. No full point for etc if followed by other punctuation.
- **Acronyms and Abbreviations:** do not start a sentence with an abbreviation or an acronym. Write them out instead. Use full point for abbreviations that are not contractions, e.g. ed.
- **Dates:** use 1950s, not fifties or '50s or 1950's. Use 1984, not '84; and use 1914-18, unless 1899-1902. For complete dates, give thus:  
  
25 June 1992 (not 25th June 1992, or June 25, 1992). Spell out nineteenth century, not 19th century (and note hyphenation of adjectival usage, e.g. a nineteenth-century tradition).
- **Numbers:** spell out one to ten in full, then use numerals (e.g. 11, 100 etc).  
  
The exceptions are measurements (see below) and millions/billions (e.g. £7.8 million). Thousands: use comma e.g. 1,000. 45,000.
- **Measurements:** use figures (numerals), e.g. 8km, 15 hectares, etc. Film/camera lens measurements thus, 16mm, 35mm.
- **Percentages:** use figures, and spell out per cent (two words), e.g. 20 per cent.
- **Capitalisation:**

capitalise titles and ranks when they refer directly to the title holder

'Prime Minister Tony Blair', but 'the prime minister stated ...'  
'UK Home Secretary David Blunkett', but 'the home secretary's speech'

use capitals when referring to a particular post

the Minister of Health  
the Chairman of the Committee  
the Speaker of the House of Commons

Government structures, organisations, political parties: capitalise names of government structures, organisations, ministries, departments, treaties and acts

the Department of Health  
the Metropolitan Police

the Treaty of Rome

use lower case for 'parliament', 'government' and administration:

the new drug policy was debate in parliament  
the UK government  
the Bush administration

capitalise the name of political parties, including the word 'party' if it is forms part of the title:

the Labour Party  
the Social Democratic Party

use lower case for the compass points 'east', 'west', 'south' and 'north' unless they form part of a proper name:

south-east England;  
northern Italy;  
South Africa  
North Korea

- **References**

publications references to be provided thus:

publication title in roman and bold, followed by author/editor, place of publication, publisher, pagination, price, ISBN:

e.g.

**Dual diagnosis.** Rosenthal R. (ed.), US: New York; London: Brunner-Routledge, 2003. Paperback, 193p., £23.50. ISBN 0415944368