Reinvention: an International Journal of Undergraduate Research

Style Guide

Contents

How to present your manuscript

General information

Manuscripts should be between 2000 and 5000 words in length (excluding endnotes and bibliography), and written in English.

All the authors of an article should include their full names, affiliations, postal addresses, telephone numbers and email addresses on the cover page of manuscripts. Names or other identifying features should not appear on any other part of the manuscript.

An **abstract** of 100–200 words should be submitted with all articles. This should summarise your article: the subject, the key research question(s), your methodology, results and conclusion.

Authors should supply around six **keywords** for indexing and abstracting purposes. Keywords (which can be short phrases rather than individual words) should be as precise as possible, in order to guide readers who are searching for an article on this subject. Imagine you were searching for your article online: which words or phrases would you use to search?

Manuscripts must contain the following information in the following order:

- title page with contact details as above;
- abstract;
- keywords;
- main text (which may be split into sections or written in one piece as appropriate);
- acknowledgements (as appropriate);
- lists of illustrations, figures and maps (as appropriate);
- list of tables (as appropriate);
- appendices (as appropriate);
- endnotes (as appropriate);
- references.

Format

Articles should be submitted in MS Word. Final manuscripts should be double spaced, with page margins of at least 2.5cm all round, and should be written in Arial font, size 11 point. All text should be left aligned.

Headings should appear on separate lines, and should not be numbered. Up to three levels of headings may be used in the text if necessary. All headings should be left aligned, with minimum capitalisation (sentence case). The format should be as follows:

First-level headings: 11 pt Arial, roman, bold.
Second-level headings: 11 pt Arial, italic.
<u>Third-level headings</u> should be avoided where possible, but if they are absolutely necessary: <u>11 pt Arial, roman, underlined</u>.

Alternatively you may apply Word's own pre-installed heading styles by using 'Heading 1', 'Heading 2' and 'Heading 3' as appropriate.

Endnotes (if needed) should be used in preference to footnotes. Endnotes should not be used for referencing: references should be provided using in-text citations as per *Reinvention*'s own variation of the Harvard style of referencing (see the Referencing section below for further details).

Content: text

General
Refer to your work as an 'article' or a 'paper' (i.e. do not call it an essay, a dissertation, etc.).

Spelling
Spelling should conform to the new edition of the Concise Oxford English Dictionary. Use –ise, in preference to –ize, as a verbal ending (e.g. realise, specialise, recognise, etc).

Spell out words in full: avoid the use of contractions such as don't, weren't, haven't, etc.

Punctuation
Use single quotation marks for quoted material within the text; double quotation marks should only be used for quotes within quotes.

A single space (not a double) should be used after a full stop, comma, colon or semi-colon.

Acronyms, abbreviations and initials
Use full stops after abbreviations (p.m., e.g., i.e., etc.) and after contractions where the end of the word is cut (p., ed., ch.).

Full stops are not required where the contraction ends in the same letter as the original word (Dr, eds, vols).

Do not use full stops for acronyms all in capitals such as NATO, USA, EU, etc.

Ellipses
Use three full points, with no spaces between, for an ellipsis. Thus: …

If you are using an ellipsis within a direct quote to indicate a break in the quoted material, enclose the ellipsis in square brackets […]. This will distinguish your ellipsis from one that might have occurred in the quoted material itself.

Do not use ellipses at the beginning and end of quoted matter: it will already be clear that the quoted material is an extract.

Hyphens
Hyphens should be used in compound adjectives and adverbs that precede the noun. Thus: the nineteenth century, but nineteenth-century literature; two dimensions, but two-dimensional rock metrics; the phenomenon is well known, but a well-known phenomenon.

Do not use a hyphen for compounds where the adverb ends in –ly: expertly written texts; a statistically significant relationship.

Foreign languages

See below under 'Discipline-specific information'.

Numbers

In general text, numbers up to ten should be spelled out, with figures used for numbers over 11. In tables, all numbers should be in figures.

Use figures for measurements and ages, even where the number is small: 6 km, 9 years old.

Insert a comma for tens of thousands (20,000), but not for numbers up to 9999.

Where a span of pages is noted, include at least the last two digits: 28–29; 116–17; 281–82; 299–301. Use an en-dash (not a hyphen) in the middle of the range: on most keyboards this can be inserted by pressing 'ctrl' plus the minus sign on the numeric keypad.

If percentages appear infrequently, use a figure plus 'per cent' spelled out: 25 per cent. If percentages appear frequently in succession, or where they appear in tables, use the % sign: 25%.

Dates

Set out dates as follows: 9 July 1990 (no comma), on 8 July, or on the 8th; 1990s (not spelled out, no apostrophe).

Spell out ordinal numbers for centuries: the nineteenth century (not 19 century or C19th) and insert a hyphen when used adjectivally (e.g. nineteenth-century art).

Where a span of years is noted, include at least the last two digits: 1954–56 (not 1954–6). If the range spans centuries, include all the figures: 1895–1910. Use an en-dash (not a hyphen) in the middle of the range.

We prefer the use of CE and BCE to AD and BC. Note that both CE and BCE should appear in small capitals, and that there should be a space after the number (125 BCE). Do not elide BCE dates, and if necessary include BCE or CE after both dates to avoid ambiguity: 155 BCE – 65 BCE; 155 BCE – 65 CE.

Figures and tables

These should be numbered sequentially through the document (Figure 1, Figure 2; Table 1, Table 2), with the caption appearing immediately below the illustration or table. See also further notes below on inserting non-textual material.

Quotations

Short quotations should appear within the main text, inside single quotation marks.

Quotations of over forty words (or more than two lines of verse) should be extracted and indented and no quotation marks used. A reference to the source of the quotation should appear immediately below it.

Use long quotations from other scholars' work infrequently and with care, ensuring that you also include your own critical interpretation of their words. Wherever possible, quote other authors from

their original source (or an original source in English translation), rather than re-quoting from a later secondary source which uses the original material.

Content: non-textual material

Permissions
You should ensure that you have the necessary permissions for reproducing photographs, maps, tables, audio clips etc. **before** you submit them as part of your article. We will ask to see evidence of permission before we publish any image.

A caption should be placed under each illustration saying what it depicts, followed by brief details of the source (e.g. 'Alan Walker's collection of photographs', 'British Library', etc.). At the end of your article you should include a list of illustrations together with source and permission information, e.g. 'Photo reproduced by kind permission of Alan Walker' or '©British Library Board'. Some copyright-holding institutions have a particular form of wording which you must use as part of the permission deal, in which case you must abide by this.

If a photograph is your own, you may of course publish it as you see fit, but to avoid confusion you should include information which says 'from the author's own collection' or similar. If you have a large number of your own photos in your article then a single credit which reads 'all photographs are from the author's own collection unless otherwise stated' will be fine.

Example list of illustrations

Figure 1:   Chromatograms of TTO sample 1 and TTO sample 2 analysed using eGC-FID.

   [*Here the image has been designed and produced by the author of the article, so a description of the image is used with no need for a credit.*]

Figure 2:   Prince Louis arrives in England (Matthew Paris's *Chronica Majora*, Parker Library, MS CCCC 16II, fol. 50v. Reproduced by kind permission of the Master and Fellows, Corpus Christi College Cambridge).

   [*Here an image has been reproduced from a manuscript, so a short description is followed by the exact source. The library that owns the copyright stipulates a specific form of wording for the credit; this has been reproduced exactly.*]

Figure 3:   Tomb and effigy of Sir Charles Vaughan (d. 1630) located in the nave and originally in the eastern half of Bristol Cathedral. Photo author's own.

   [*Here the image is a photograph which belongs to the author; to avoid any confusion over permissions, this has been clearly stated.*]

Figure 4:   The Berkeley family heraldry. Image in the public domain, source: http://upload.wikimedia.org/wikipedia/commons/4/40/BerkeleyE_CoA.png

   [*Here the image is in the public domain. Again, to avoid confusion, this has been clearly stated and a link to the source has been provided.*]

Illustrations, tables and graphs in the text

Where possible, tables, graphs, maps and any other additions to the text should be formatted and contained in the correct place in the text. Any additions to the text that cannot be contained within it, such as video or audio clips, should be supplied separately with a note in the text to indicate where the resource should be located.

To avoid confusion, textual references to images or tables should be precise: use 'see Table 1' or 'as shown in Figure 2' rather than 'see the table above' or 'as shown in the figure below'.

Insert your material in **as format-free a way as possible**. For example: end a line of text, insert a line-space, insert your picture, type a caption underneath it (in 11pt Arial as with the rest of the text), insert a line space and carry on with your text. **Do not anchor anything to a fixed point on a page, do not use a different font for captions and do not use text boxes. Do not wrap any text around images.**

We are aware of the fact that you will want to make your article look as nice as possible on the page. However, please remember that when your article is published, it will appear online. In order to upload it we have to strip out all MS Word formatting, so the less formatting there is in your work, the better. Don't worry if this means that you have gaps on pages in Word where an image has had to be carried over to the next page because it is too big. It will appear correctly on the published webpage.

Equations

LaTeX is used for displaying equations within the journal. If you are familar with LaTex, it would be helpful if you could provide LaTeX markup in your Word submission, either alongside or in place of equations created using Word's own equation editor. You will be given the opportunity to check your article before publication to ensure the equations display correctly. If you are not familiar with LaTeX, please just use Word's own equation editor.

Image format

Images should be in JPEG (or JPG) format. They should not be annotated within Word as any such annotations will not be preserved in the process of converting the Word document to a web page; any annotations should be made in image editing software before embedding the image in your Word document.

Please leave images at full size and do not compress them (resizing images within Word, provided you do not subsequently use the 'Compress Pictures' command, is fine as this will leave the original images intact within the file).

Audio format

For audio we prefer .mp3 format; other formats will be converted to this before publication. Permission for use should be sought, and sources acknowledged, as noted above for images.

Video format

For video we prefer .mp4 format, with a width of between 640 and 720 pixels; other formats will be converted to this before publication. Permission for use should be sought, and sources acknowledged, as noted above for images.

Other formats can be used; for example a link could be included to a video on YouTube or on another site.

Referencing

Reinvention's own variation on the Harvard referencing system should be used in all articles. Examples of such referencing can be found below.

Please note that this system may be different from the one you use in your own discipline. *Reinvention* is a multi-disciplinary journal; in order to welcome submissions from all subject areas we created a referencing system which is as discipline-neutral as possible.

Articles submitted using any other referencing system will be returned to the author for amendments before they are considered for publication.

In-text citations

References should be given via in-text citations, not footnotes or endnotes. The citation should include surname and date: (Marsh, 1997) or (Eley and Simons, 2014). *Et al*. (in italics) should be used where there are more than two authors (Smalley *et al.*, 1997).

If the same author has two or more references dating from the same year, they can be differentiated by letters (McGlynn, 2011a) or (McGlynn, 2011b). If the work you are citing has more than one volume, you need to give the volume number as well as the page number: (Marsh, 1997, vol. 2: 34).

Please note that **page numbers are essential** in citations not just for direct quotes, but also for ideas which can be traced back to a specific page or range of pages in a publication. These should be placed after the date: (Marsh, 1997: 34) or (McGlynn, 2011a: 34–36). [Note that there is a space after the colon, but not between the numbers and the en-dash.]

References section

Full references should be listed alphabetically by author surname at the end of the paper. If appropriate to your subject matter, the references section may be divided into 'primary sources' and 'secondary sources', each with its own alphabetical list. Subsections such as 'discography' or 'filmography' may also be applicable in some cases.

All authors should be identified by surname and then initial(s). Full first names are not required.

If you have more than one entry from the same author, list them in date order (earliest first), so Smith, L. P. (2001) would come before Smith, L. P. (2003), regardless of the alphabetical order of the titles. If you have more than one entry from the same year for an author, add 'a', 'b' etc after the date: Smith, L. P. (2001a), Smith, L. P. (2001b).

Et al. should not be used in full references; please list all authors in the order in which they appear in the work in question.

When listing a range of page numbers, give the last two digits unless you have to change the last three: 32–39 (not 32–9); 112–19 (not 112–9 or 112–119); 123–45 (not 123–145); 1297–302 (not 1297–02 or 1297–1302). Note that an en-dash is used rather than a hyphen to indicate ranges.

Referencing different types of publication

Single-author book

Manunta, G. (1998b), *Security: An Introduction*, Cranfield: Cranfield University Press

[The full information includes the title, place of publication and name of the publisher. Note the position of the full stops, commas and colons, and follow this pattern. Note that the book title, but not the surrounding punctuation, is in italics.]

Multi-author book

Grace, B., F. Bloggs and J. Smith (1988), *A History of Nineteenth-Century America*, Princeton, NJ: Princeton University Press

[Note that only the name of the first author is reversed: subsequent authors have their initials or first name followed by surname.]

Multi-volume work

Grace, B., F. Bloggs and J. Smith (1988), *A History of Nineteenth-Century America*, 17 vols, Princeton, NJ: Princeton University Press

[Put the total number of volumes after the title, even if you have only used one volume for reference. As noted above, your in-text citation should specify volume as well as page number.]

Article in journal

Somekh, B. and R. Davies (1991), 'Towards a pedagogy for information technology', *The Curriculum Journal*, 18 (2), 153–70

[Note that the title of the article is in normal font but enclosed in quotation marks; the title of the journal is in italics. The full citation gives the volume and issue number of the journal (some journals do not have issue numbers, in which case this may be omitted), and the page reference for the article. Note that the page reference is not preceded by 'pp.'.]

Edited book

Keene, E. (ed.) (1988), *Natural Language*, Cambridge: University of Cambridge Press

[This format is the same as for an authored book, but the editor's name must be followed by '(ed.)' to show that s/he did not author the work. Note that if there is more than one editor, only the first name should be inverted, and that the list of names should be followed by '(eds)' with no full stop.]

Chapter in edited book

Coffin, J. M. (1999), 'Molecular Biology of HIV', in Crandell, K. A. (ed.), *The Evolution of HIV*, Baltimore: Johns Hopkins Press, pp. 2–10

[This reference contains details both of the chapter and its author, and of the book and its editor. The title of the chapter is in quotation marks, followed by the word 'in' and the details of the book, which should be formatted in the same way as the 'edited book' example above. Note particularly that the page reference should be preceded by 'pp.'.]

Second or subsequent edition of a book
Newman, J. H. (1974), *An Essay on the Development of Christian Doctrine*, London: Penguin (originally published by Longman in 1897)

[Reference the edition which you are actually using, as page numbers may vary between editions. After the publication details, put in brackets the original publisher and year. If the title was slightly different in the original edition, this information should read 'originally published as *title* by Longman in 1897']

Translated book
Contamine, P. (2001), *War in the Middle Ages*, trans. M. Jones, Oxford: Oxford University Press (originally published as *La Guerre au Moyen Age* by Gallimard in 1999)

[The work should be listed by the name of the author, not the translator (the translator's name follows along with the publication details). The date given is the date of publication of the translated version you are referencing. You should then include the title of the book in its original language, as well as the original publisher and publication date.]

Newspaper article (with author)
Slapper, G. (2006), 'Corporate manslaughter, new issues for lawyers', *The Times*, 3 September 2006, pp. 4–5

[The title of the article is in quotation marks, with the name of the newspaper in italics. Note that the exact date including day and month should be given.]

Newspaper article (no author)
'Corporate manslaughter, new issue for lawyers' (2006), *The Times*, 3 September 2006, pp. 4–5

[Start with the title of the article, and use this to place it correctly in the alphabetical list (i.e. this example would be listed under 'C'). Other usage is as per the previous example.]

Reference from the internet
Pearson, M. (1999), 'Online study skills guide', available at http://www.hud.ac.uk/schools/skills/referen.htm, accessed 16 September 2014

[Note that the full url must be given, as well as the exact date that the page was accessed. The url should be underlined.]

Article in an online journal
WASS Collective (2007) 'Gender Transformations in Higher Education', *Sociological Research Online*, 12 (1), available at http://www.socresonline.org.uk/12/1/lambert.html, accessed 3 October 2007

[Note that the journal article is formatted in the same way as an article in a printed journal, but that the additional details of the url and date must be given.]

Unpublished thesis

Neary, M. (1994), 'Youth, training and the training state: the real history of youth training in the twentieth century', unpublished PhD thesis, University of Warwick

[The title of the thesis is in normal font, in quotation marks. The citation must state 'unpublished PhD thesis', and must give the name of the awarding institution. Also note that extensive quotation from an unpublished thesis normally requires permission from the awarding institution.]

Conference proceedings

Simbuerger, E. and C. Lambert (2006), 'Reinventing Academic Practice', in *New Educational Practice*, Proceedings of the Society for Research into Higher Education (SRHE) conference, 2006, Oxford: Oxford University Press, pp. 20–34

[The title of the article is in quotation marks; the title of the work in italics. Note that the details of the conference are given in addition to the title and the publisher's details.]

Conference paper (unpublished)

Simbuerger, E. and C. Lambert (2006) 'Reinventing Academic Practice', Society for Research into Higher Education (SRHE) conference, Brighton, 12–14 December, 2006

[Note that if the paper has not been published, the details of where and when the conference was held must be given.]

Discipline-specific information

Note: This information does not seek to cover every aspect of every discipline; it will be updated as we receive submissions from different subject areas. Please contact us if you need specific advice on anything not contained here.

Law

Latin legal terms should be written in italic: *de jure*, *ex parte*, *habeas corpus* etc.

For names of parties in cases, also use italics, with 'v' having no full stop after it: *Ford v Wainwright*, *Smith v Washington*.

Where a term is repeated frequently, and/or is unwieldy when spelled out, type it in full the first time with an accepted abbreviation afterwards in parentheses: 'International Covenant on Civil and Political Rights (ICCPR)' and use the abbreviation on its own in subsequent references.

In other abbreviations, use a full stop after abbreviations which consist of a mixture of upper- and lower-case letters but not between or after capitals: 'Ont. LJ', 'Ch. D', but 'QBD', 'AC'.

Foreign languages

Quotations from works in foreign languages should abide by the general rules for quotations, listed above. In addition to this, a translation into English in the same format (i.e. indented or not indented), enclosed in square brackets, should follow. An indication should also be given as to whether the translation is taken from a published translation of the work (in which case the reference must be given) or whether it is the author's own.

French

Include all relevant accents on lower-case letters; use them on upper-case letters only where they are needed to avoid confusion. Use single quotation marks in preference to guillemets, except where the guillemets themselves form part of the quotation.

German

Use letters with umlauts for both upper- and lower-case letters in preference to the addition of an 'e'. For modern works follow the new orthography established in 1998; quotations from works published in old spelling should follow the old style. Note particularly the rules surrounding the use of 'ss' in preference to the Eszett (ß).

Greek

Individual words or short phrases in Greek should be transliterated; longer quotations should remain in Greek script but should be followed by a translation.

Russian

Do not use cyrillic characters in your quotes or references. For authors and places, use accepted anglicised versions of Russian names (e.g. Dostoevsky, Moscow) where one exists, or a suitable transliterated version where not; give titles of works in a transliterated form with an English translation immediately afterwards in square brackets.

Chinese

For authors and places, use accepted anglicised versions of Chinese names (e.g. Sun Yat-sen, Beijing) where one exists, or a suitable transliterated version where not; either Wade-Giles or Pinyin is acceptable as long as you are consistent. Give titles of works in a transliterated form with an English translation immediately afterwards in square brackets.

Classics

We prefer the use of CE and BCE to AD and BC. Note that both CE and BCE should appear in small capitals, and that there should be a space after the number (125 BCE). Do not elide BCE dates, and if necessary include BCE or CE after both dates to avoid ambiguity: 155 BCE – 65 BCE; 155 BCE – 65 CE.

Some authors prefer to use the present tense when referring to ancient individuals: 'Cicero wants' rather than 'Cicero wanted'. This is acceptable but needs to be used consistently – do not vary your tenses as you go along.

If you anglicise Roman names, use the full Latin name at the first mention and then note that you will anglicise thereafter. 'Lucius Segius Catalina (hereinafter Catiline)'. Give full names rather than abbreviations: 'Publius Sulla', not 'P. Sulla'.

Citations to ancient works should include author, title and relevant line numbers, rather than referencing pages in a modern edition. Thus '(Homer, *Iliad*, 1.123–68)' rather than '(Homer, 1961: 34)'.

Provide English translations for any quotations in Latin. These should be in the same format (i.e. indented or not indented), and enclosed in square brackets. An indication should also be given as to whether the translation is taken from a published translation of the work (in which case the reference must be given) or whether it is the author's own.

Any Greek terms should be in italics. At the first mention of a term it should be followed by a short explanatory note in parentheses, e.g. 'a black-figure *dinos* (mixing bowl), painted by [...]'; the Greek term (still in italics) can be used on its own thereafter.

Religious Studies

See above under 'Classics' for conventions on CE/BCE. If years are given in non-Western calendar form, a BCE/CE equivalent should also be given.

The Quran

The spellings 'Quran' or 'Qur'ān' are preferred to 'Koran'; either 'sura' or 'surah' is fine but please be consistent. Give names of suras in English translation.

References may be given either as 'Sura 18, v. 45' or '18. 45' [Arabic numbers; full point; space] but, again, be consistent.

The Bible

Give the version of the Bible from which you are quoting, e.g. King James, Jerusalem Bible. A single note along the lines of 'all quotations are taken from …' is sufficient.

'Bible', 'Old Testament' and 'New Testament' should all be capitalised, but capitals are not necessary for adjectives such as 'biblical' and 'scriptural'. Use capitals for specific names (the Gospel of St Mark) but lower case for general usage (a commentary on the gospels).

Give biblical references as follows:

Luke 2:34 [roman, not italic; numbers in Arabic separated by colon with no space]

Matt. 5:17–19 [full stop for abbreviated version of name; en-dash rather than hyphen; no spaces]

2 Kings 8:16 [Initial Arabic number where two books have the same name]

Science and mathematics

Authors should follow the standards common in their discipline, and should avoid introducing non-standard symbols.

Use the internationally agreed abbreviations for all SI units. Clarity in presentation is essential: for example, authors should differentiate clearly between the numbers 0 and 1, and the letters O and I; also where appropriate between the letter x and the multiplication sign ×.

Note that 'data' should be treated as singular as it is a mass noun. Therefore 'the data is/was' (not 'are/were'), 'the data shows' (not 'show') 'much/little data' (not 'many/few'), etc.

Music

The names of bands should be in normal roman type (not italic), and should be spelled and capitalised exactly as the band uses the name, including any diacritics, even if this looks odd and/or ungrammatical.

Titles of albums should be italicised, with individual songs in roman type in single quote marks: thus 'Kings and Queens of the Underground' is a song on the album *Kings and Queens of the Underground*.

Audio clips may be inserted (see the specific information above under 'Audio format'), and are subject to the same permission restrictions as images. If examples of sheet music are to be included, please insert these as an image at the relevant point in the article.

If appropriate, the 'References' section at the end of the article may be divided into 'Discography' and 'Bibliography' for audio and written sources respectively.

Book reviews

Book reviews should be written in 11pt Arial, double-spaced. Start with the citation details, in the format:

Author's name (year of publication), *Title in italics*, place of publication, publisher
Any series to which the book belongs, number of pages.
ISBN for hardback and paperback editions (if applicable)

Thus:
James G. McGann with Richard Sabatini (2011), *Global Think Tanks: Policy Networks and Governance*, Abingdon: Routledge
Global Institutions Series, 170pp.
ISBN: 978-0-415-77978-4 (hardback), 978-0-415-77979-1 (paperback)

Then write the text of your review in 600-800 words (if we have approached you to write a book review for us, we will send you additional guidance on what to include).

End with your name and affiliation.

Further information on writing for publication

Useful information on writing for publication:
- 'Writing for Publication: Rationale, Process and Pitfalls'
  - Peter A. Witt, Texas A&M University
- 'Rejection improves eventual impact of manuscripts'
  - Philip Ball, Nature News
- 'Writing for Publication'
  - Monash University
- 'How to respond to a revise and resubmit'
  - http://getalifephd.blogspot.mx