

Guidelines for Authors

Topics:

In-Spire is linked to Keele University's Research Institute for Law, Politics and Justice; we accept articles from academics at *any* institution (as well as independent academics) but we publish articles **broadly relating to the Research Institute's themes**. For further on this, click here:

<http://www.keele.ac.uk/research/lpi/membership/LPJThemes%20Updated%20Oct08.pdf>

The following style and formatting guidelines apply to all substantive articles submitted to *In-Spire*. For specific guidance on preparing book reviews, please see *Guidelines for Book Reviewers* on our website.

Please note: we will **not** consider an article for publication unless it adheres to the guidelines.

If an article is submitted in which the referencing style, font, format, or word count do not conform to the guidelines, it will be returned to the author for correction *before* being considered for publication.

Quality of Article

We are looking for **scholarly articles**, as would be found in most academic journals, rather than short opinion pieces or editorial style works. This style of article is expected to contain original research, critical evaluation, and academic references.

Length

Articles (not including abstract and references) should be between 6000-8000 words long.

Spelling and Grammar

UK spelling should be used throughout (e.g. *-ise* not *-ize*, *-our* not *-or*) but original spelling should be used in quotations.

Numbers one to nine should be spelled out. For numbers above nine, please use numerical format (10, 11...).

Percentages are represented as: 15%

Format

Title of the article is centred, bolded, and written in **14 point font** followed by the author's name and institutional affiliation centred in font 10.

Font and size: **Arial size 10** for the main text, **size 9** for footnotes and bibliography.

Page setup: justified, with margins **2.2cm for top and bottom** and **2.5cm for left and right**.

Abstract : (max. 200 words), *italicised* below the title of the article. It should be justified with a **1cm indentation** on both sides.

New paragraphs: first line has a **0.75cm indentation**. There should be no spaces between paragraphs except where there has been a heading inserted.

Subheadings should be in **10 point font**. First level subheadings are **bold** and separated from the following text by a line space. Second level subheadings should be underlined and indented at 0.75cm. Third level subheadings should be *italicised* and indented at 0.75cm

Notes (if there are any) are footnotes, not endnotes.

Tables, figures and images: should be embedded within formatted text, should include comprehensible titles and should be fully referenced if externally sourced.

References, Citations, Quotations

Harvard quotation style should be used for citations and quotations rather than footnotes (Last Name of Author, Year: plus page number(s) for direct quotes), e.g. (Wilkinson, 1995: 34-6)

Each **quotation** should be properly referenced including page numbers, eg (Wilkinson, 1995: 34)

Quotation marks- there should be “double” speech marks for direct quotes but ‘single’ speech marks for quotes within quotes. Also use single speech marks for emphasised words or ‘terms’.

Quotations 3 lines in length or more should have a 1cm indentation on both sides and **no** quotation marks.

The **bibliography** is also in Harvard style in the order of Surname(s), Last Name, first name(s), (Year), *Book name in Italics* OR ‘Article title in single quotation marks’, *Journal title in italics*, Place: Publisher, Volume (issue); page numbers (as appropriate). Please see more below

Page numbers in references and bibliography should be: 356-78, not 356-378, or 24-8, not 24-28

Bibliography Formatting

Style

References should be left-aligned and have one line-space between each reference, arial font size 9.

Single Author

Last Name, first name(s), (Year), *Book name in Italics* OR ‘Article title in **single** quotation marks’, *Journal title in italics*, Place: Publisher, Volume (issue); pp. (as appropriate).

Multiple Authors

first author Last Name, First name, 2nd author first name, last name, 3rd author first name, last name etc (year), *Book name in Italics*, OR ‘Article title in **single** quotation marks’, *Journal title in italics*, Place: Publisher, Volume (issue); pp. 345-89 (as appropriate i.e. The full length of the article, not the pages cited by our author at different places in the text).

Internet articles

If there is a named author, put their name:

Last name, first name (date), ‘article title in single quot. marks’, *Name of website in italics*, available at: www.active-weblink.com [Accessed on 3 March 2008]

If there is no named author, put the name of the group who published the article, eg Human Rights Watch (date), ‘article title in single quotation marks’, *Human Rights Watch web pages*, available at: etc....

Page numbers of articles- 345-78, rather than 345-378

Order of references

Where one name has more than one work in the bibliography, eg Human Rights Watch 2007, 2005, 2008, put the **latest date first** and then work down in descending order.