

IJHLTR – Author Instructions: Papers and Abstracts

Submit papers to:

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Papers: Papers should have a maximum length of 6,000 words. 4,000 words is preferable

Abstracts: These should be from 200-250 words.

Spacing: single spacing

Title Page [separate sheet]

Title:

- Capitalise each word
- Italics
- 11 point, Arial
- single spaced
- Capitalise each word, with lower case for connectives

Author

- 11 point, Arial
- single spaced
- Christian name or initials
- surname
- institution or affiliation
- town/city
- country

Correspondence

- Corresponding author
- Postal Address in full
- Email address

The Paper [start on separate sheet]

Title:

- Capitalise each word, lower case for connectives
- Italics
- 11 point, Arial

Author

- 11 point, Arial
- Christian name or initials
- surname
- institution or affiliation
- town/city
- country

Abstract

- the word - bold, title case, non-italic
- colon following
- 11 point, Arial
- text *italic*
- length c. 200-250 words

Keywords

- the word , bold, space above and below abstract and the first section
- keywords : Capital letter for first word in a phrase, lower case for other words separated keywords/phrases by a comma
- up to 20 keywords

Section titles

- 11 point, Arial
- capital letter start, lower case throughout
- bold
- single space above and below

Sub-sections

- 11 point, Arial
- capital or lower case letter start, as appropriate
- bold
- single space above, no space below

Sub-sub sections

- 11 point, Arial
- capital or lower case letter start, as appropriate
- bold
- text runs on

Text

- 11 point, Arial
- no justification to right
- start paragraphs flush with left border

Quotations

- Blocks of text - indent .63c., no quotation marks
- inside the text - use quotation marks, single quotation mark at start and end of quote

References in text

single reference

- round bracket - open (
- surname: capital letter then lower case
- comma
- date
- comma
- page or pages p. or pp.
- page or page numbers
- round bracket - closed)

double or multiple references, and, author named in text

- semi colon between list of references
- two authors cited within a set of brackets - and is &
- author named in text, date of article follows in brackets

Numbered explanations in text

Put these as endnotes at the end of the article before acknowledgments

Figures

Mentioned in text as Fig. number, i.e. Fig. 1

- Fig. with full stop after
- space and number
- caption - capital letter start, rest lower case, not bold
- 11 point
- running numbers in text from 1-n.
- inserted immediately after paragraph, or as is best for publishing, i.e. if a full page figure

Tables

Mentioned in text in brackets, (Table 1)

- Capitals for TABLE
- running number plus full stop
- inserted in text as soon as appropriate before or after mention
- caption - capital letter start, rest lower case
- 11 point, Arial

Capitalised Abbreviations

- Give abbreviation after first full use of term within the text
- Use square brackets []

References: Harvard procedures:

- surname, comma,
- initials caps followed by full stops,
- brackets around date of publication,
- article in inverted commas, no comma after
- italicised title,
- number of edition,
- number of volume in brackets,
- page or pages p. or pp.
- ISBN if given
- full stop at end of reference