Article style guide

Journal on Ethnopolitics and Minority Issues in Europe

NB: Please follow these instructions before submitting your article to the editor

SUMMARY

Font: Times New Roman, 12 point

References: use Harvard in-text citations e.g. 'xxx (Smith, 2012: 1)'; *or* 'as Smith (2012: 1) argues, …'

Use endnotes rather than footnotes

Ensure that Title, Author names, Abstract, Keywords and Affiliation details only appear on the **first page** of your submitted manuscript. Please provide Title, Abstract and Keywords in the given format starting from the second page of your manuscript: the text will be put into pdf from the second page and will be forwarded to reviewers - it remains your responsibility to ensure no information that can lead to identification of the author appears beyond page one of your submission.

TEXT

Title	**Bold, all words, capital letters** Aligned left
Authors	An Author and Another Author (initials closed up if J.B. Smith) Aligned left
Affiliation	*University* and *University*
Abstract	Text smaller, indented both sides left (see also below)
Keywords	**Keywords:** word; another word; lower case except names Position aligned with abstract, same size as abstract (see also below)
Acknowledgements and Correspondence details	Given as footnote on page 1 under * * Acknowledgements. Correspondence details: Author name. Email: xxxxxxx. Postal address if needed. Second Author Name. Email: xxxxxxx. Postal address.
Headings	**(Introduction)** **1. Bold initial cap only** 1.1 ***Bold italic initial cap only*** *Italics initial cap only* **Conclusion** *Notes* All ranged left, numbers to be included starting from first substantial chapter, third order subchapters are discouraged. **Conclusion** does not feature numbers, introduction text starts after Keywords without the word 'introduction' *References*

Paragraphs	First paragraph with no indention, Follow up paragraphs indented
Tables	(Table 1) in text. Table 1. Title initial cap only. (ranged left above table) Note: This is a note. (ranged left under table)
Figures	(Figure 1) in text. Figure 1. Caption initial cap only. (ranged left under figure) Note: This is a note. (ranged left under figure)
Displayed quotations	Quotations should be identified in text with single quotation marks, 'This is a quote'. In case of unusual word use, please deploy double quotation marks, "this is an unusual use". In case of a citations-within-quotation, please use single marks for the quote and double marks for quote within, 'This is an example of "a quote-within" another quote'. All quotations longer than 40 words should be indented left and right, smaller font, single line spacing (over 40 words, or when appropriate). No quotation marks for indented quotations; quotes within please double quotation marks.
Lists	1) for numbered lists Avoid bullet points where possible
Equations	Equation (1) in text Centred
Notes	*Notes (A heading)* 1. This is a note. 2. This is another note. Text smaller
Appendix	*Appendix 1. Title if given (A heading)* Goes after refs Text smaller
Spelling preferences	Oxford English Dictionary spelling (British English, but suffix –*ize* instead of -*ise*, e.g. organize, organization)
Punctuation	Initials (e.g. US, NJ, BBC) do not have full points between them. For names of article authors and in references, no space between initials (J.P. Smith, Smith, J.P. or Smith JP depending on reference style). Please consult the instructions for authors for additional information
Dashes	Spaced en rules for parenthetical dashes Use en rule between spans of numbers (e.g. 20-40), including page numbers in references
Numbers and units	Numbers: spell out one to nine, then 10, 1000, 10,000 10% (except at start of sentence) Units: follow author
Dates	October 4, 2005 in the twenty-first century in the 1970s

Bibliography

Please use British Chicago Bibliography.

Journal article

Lastname, Firstname. 'Title of Article'. *Journal Title*. Vol(Issue) (Year): pages.

Smith, J.M. 'The Origin of Altruism'. *Nature* 393(2) (1998): 639-650.

Book
Lastname, Firstname, and Firstname Lastname. *Title of Book*. Place of publication: Publisher, Year.

Cowlishaw, G., and R. Dunbar. *Primate Conservation Biology*. Chicago: University of Chicago Press, 2000.

Chapter in a book
Lastname, Firstname, and Firstname Lastname. 'Title of Chapter'. In *Title of Book*, ed. Firstname Lastname and Firstname Lastname, pages. Place of publication: Publisher, Year.

Ellet, E.F.L. 'By Rail and Stage to Galena'. In *Prairie State: Impressions of Illinois*, ed. P.M. Angle, 271-279. Chicago: University of Chicago Press, 1968.

Internet document
Author. 'Title of Document'. Site Owner. URL. Access dates are not required unless no date of publication or revision can be found. If citing an online undated document, add 'Retrieved: Month Date, Year.'

Evanston Public Library Board of Trustees. 'Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach'. Evanston Public Library. http://www.epl.org/library/strategic-plan-00.html. Retrieved: June 04, 2009.

Newspaper article
Lastname, Firstname. 'Title of Article'. *Title of Newspaper*, Month day, year, section, edition.

Niederkorn, W.S. 'A Scholar Recants on His Shakespeare Discovery'. *New York Times*, June 20, 2002, Arts section, Midwest edition.

Conference paper
Lastname, Firstname. 'Title of Paper'. Paper presented at Name of Conference, Place, Month day(s), year.

Doyle, B. 'Howling Like Dogs: Metaphorical Language in Psalm 59'. Paper presented at the annual international meeting for the Society of Biblical Literature, Berlin, Germany, June 19-22, 2002.

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Your abstract is what readers will use when they are deciding whether to read your article. For this reason your abstract is very important and you should spend time making sure that it is readable and that it contains a complete description of your research. In approximately 100-200 words, you will need to summarize your findings and what the implications of those findings are.

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- The abstract must be self-contained, without abbreviations, footnotes, or incomplete references. It must make sense on its own.
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different keyword phrases, and avoid over-repetition of such phrases as this can look like an attempt to trick a search engine, which may result in a page being rejected.
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For review papers and comments, state the primary objective of the review; the reasoning behind your focus on literature and/or events; and the way you critically analyse these; state the main outcomes and results of your review; and state the conclusions that might be drawn, including their implications for further research or application/practice.

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