

PUBLISHING GUIDELINES

For Academic Writing in the Humanities with American and British English

Compiled by Victoria Hindley

GENERAL

- Manuscripts in English should follow either British English or American English standards, apply one or the other consistently.
- Proofread and confirm facts and references.
- Use the Harvard system of citation; do not use footnotes.
- Submit manuscript as an electronic file in one of the following formats: Microsoft Word (DOC) or Open Office
- Page range: 10 to 15 (max. 5000 words)
- Clearly indicate where, if any, images should appear in the manuscript. However, include images in a separate folder in 300dpi jpeg format. Images will be reproduced in black and white. It is therefore recommended that only black and white or clearly distinguishable grey tones are used.
- Provide a complete reference for any images used (artist/author name, date, source).
- Include a biographical note of up to 150 words. Include title, degrees, areas of interest, and references to recent work.

FORMATTING

- Use 1.5 spacing between lines.
- Indent new paragraphs, do not add space between paragraphs.
- Do not insert forced returns (except at the end of a paragraph) or page breaks.

SPELLING AND PUNCTUATION

- Quotation marks: Use “example” (do not use guillemets, or „example“ or "example" or "example"). Single marks, use ‘example.’

- With British English: periods and commas **follow** quotation marks.
With American English: periods and commas **precede** quotation marks.
- Use single quotes sparingly and only if necessary to:
 - to indicate a quote within a quote
 - to indicate a word under discussion: le cheval or 'the horse'
 - to signal that a word's meaning is in question: 'normal'
- With both English styles, place the final period after the end citation where applicable: The political game, according to Jones, seemed "far less evasive than the candidates themselves" (1980, p. 24).
- With long, indented quotations (more than three sentences) do not use quotation marks. Place the parenthetical citation after the period as in the following. (Jones, 2005)• Treat titles in-text as follows:
 - Use italics for books, periodicals, artworks, epic poems, smaller exhibitions (for example, at museums) and the titles of exhibition catalogs. Large-scale exhibitions and fairs are capitalized but not italicized, for example, the Great Exhibition of 1851.
 - Use double quotation marks for short works such as chapters, essays, talks, poems, songs.
- Use "for example" rather than e.g.; use "that is" rather than i.e.; use the word "see" if you mean see, rather than cf. (which means confer or compare).
- Spell numbers from one to ninety-nine; use numerals for 100 and above.
- Spell centuries: for example, the twenty-first century.
- Refer to decades using 1990s or the 90s, etc.
- Use the slash sparingly (usually to avoid taking a position as in Israel/Palestine); otherwise use a hyphen if you intend to connect meanings.