

HERD Style Guide

Note: Table items are organised alpha.

ABSTRACT	Not more than 300 words Text smaller, indented both sides, justified left.
ACKNOWLEDGEMENTS	Level A Heading (see 'Headings' below) Goes before Notes and References Acknowledge funding agency if relevant/required Text smaller (10 pt).
APPENDIX	Appendix 1. Title if given (level A heading) Come after References Text smaller (10 pt).
AUTHOR INFORMATION	<ul style="list-style-type: none"> • Full name of each author. An Author and Another Author (initials closed up eg J.B. Smith) • Full affiliation details for each author. ^a<i>Department, University, City, Country</i>; ^b<i>Department, University, City, Country</i> • Current email address of the author designated as the corresponding author. Given as footnote on page 1: *Corresponding author. Email: xxxxxxxx If there is only one author, use: *Email: xxxxxxxx • No biographical details required.
DATES	4 October 2005 in the twenty-first century in the 1970s 2003–2006.
FILES	Submit 2 files only: 1. A complete 'not for review' file 2. A reviewable (anonymised) 'main document' file See HERD AUTHOR CENTRE on ScholarOne for submission details.
FONT	Main text font is Times New Roman 12pt.
HEADINGS	Four levels: A. Bold initial cap only B. <i>Bold italic initial cap only</i> C. <i>Italic initial cap only</i> D. <i>Italic initial cap only</i> . Text runs on All justified left, numbers to be included if supplied, no indent below.
KEYWORDS	Keywords: word; another word; final word Lower case except proper nouns List alphabetically Position aligned with abstract, same size as abstract.
NOTES	Notes (level A heading) 1. This is a note. 2. This is another note. Text smaller (10 pt).
NUMBERS AND UNITS	Numbers: spell out one to nine, then 10, 1000, 10,000 (except when opening a sentence) 10% (except at start of sentence).
PAGE NUMBERS	Numbered pages in sequence.
PARAGRAPHS	Indented with no line space.
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PUNCTUATION	<ul style="list-style-type: none"> • Acronyms (e.g. USA, BBC, NZ) do not have periods between them • For names of article authors (J.P. Smith) and in references, no space between initials (Smith, J.P.)

<p>Abbreviations</p> <p>Hyphens and dashes</p>	<ul style="list-style-type: none"> • Normally, no capitals after a colon • Single quotes only – use double if needed within the quoted sentence. Also single for ‘scare’ quotes (i.e. indicating that word or phrase does not have its literal or usual meaning) • Biggs’ rather than Biggs’s (i.e. do not add extra s after apostrophe) • Oxford/serial commas (i.e. comma before final <i>and</i> in a series of clauses) are ok if necessary (e.g. when complex sentence or proximity of more than one <i>and</i>) • Bullet points: no comma or semi-colon at end of items, just period at end of last item on the list • E.g. or i.e. but only when within parenthesis, otherwise write in full (for example, that is) • Set up indented quotes (references and data) with colons (unless joined by a conjunction) • Use commas to segment off opening words and phrases (dependent clauses that the sentence could do without) • Hyphenate when two words are used to make a single modifier eg first-year students • With convoluted sentences, add parentheses or a pair of parenthetical dashes (option hyphen, also known as en hyphen = long hyphen) or parenthetical commas (in the latter two cases, you can finish with a full-stop instead). Or divide into more than one sentence • Use en rule/option hyphen between spans of numbers (e.g. 20–40), including page numbers in references.
QUOTATIONS	Displayed quotations (for over 40 words, or when appropriate) indented left and right, smaller font i.e. 10 pts.
REFERENCES	<ul style="list-style-type: none"> • All references must be in APA (5th ed) style • Full bibliographic detail must be included for each item in References list • All references in References list must be cited in your text, and vice versa • In-text citations are listed alphabetically • Et al. is not italicised, but there is a full point after ‘al’ (APA p. 208) • Insert a space between page and number: e.g. p. 1
SPELLING	Spell-checked text Optional spelling should be consistent throughout.
TABLES AND FIGURES	<p>(Table 1) in text Table 1. Title initial cap only. (Justified left above table, closes with period) Note: This is a note. (Justified left under table, closes with period)</p> <p>(Figure 1) in text. Figure 1. Caption initial cap only. (Justified left under figure, closes with period) Note: This is a note. (Justified left under figure, closes with period).</p>
TITLE	Bold, first word and proper nouns capitalised only Justified left

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