

Taylor & Francis Style Sheet

(single column, ranged left)

Journal title and acronym	Critique (rCSO)
Trim size	B5
Catchline	<i>Journal Title</i> <i>Vol. X, No. X, Month 2008, pp. 1–3</i> top of page 1, ranged left
Footline	ISSN 0301-7605 (print)/ISSN1748-8605 (online) © 2008 Critique DOI: 10.1080/XXXXXXXXXXXXXXXXXXXX bottom of page 1, ranged left
Running heads	<i>(verso) A. N. Other and J. Smith or A. N. Other et al.</i> <i>(recto) Journal Title</i> position left and right of pages
Logo	Routledge position top right
Article type (when needed)	RESEARCH ARTICLE bold caps, ranged left
Title	Bold, Caps for all Main Words: Caps After Colon ranged left
Authors	An Author and Another Author ranged left
Affiliation	Not given
Received dates	Not given
Abstract	(No heading, no indent). <i>Abstract text is all italic.</i>
Keywords	<i>Keywords: Cap On; Each; Individual Word; No Full Point</i>
Correspondence details	Not given except in separate notes on contributors section
Headings	A) Bold, Caps on Main Words: Also After Colon, spaces above and below (B) <i>Italic, Caps on Main Words: Also After Colon, spaces above and below</i> (C) <i>Italic, initial cap only, space above</i>
Paragraphs	Indented
Tables	Cited as Table 1 Caption: Table 1 The Rest is Flush Left <i>Source:</i> This is the source.
Figures	Cited as Figure 1 Caption: Figure 1 The Rest Should be Flush Left. <i>Source:</i> This is the source.
Displayed quotations	Indented, smaller font. Displayed quote ends with full point. Footnote indicator follows
Lists	(1) for numbered lists Bullets if wanted
Equations	Cited as Equation 1 Centred $A + b + c + d = x^2$ (1)
Acknowledgements	To go at end of article, before Notes
Footnotes	Indicator in text. ¹ [number appears after punctuation] Footnotes have short rule above.
Notes on contributors	Separate section at the end of the issue Notes on Contributors (A heading) John Smith is a professor at Blah University .<john.smith@blah.ac.uk> Line space
Spelling preferences	English or American spelling is acceptable provided usage is consistent.

	<p>Keep capitals to a minimum. Use lowercase for words being used in a general sense (Northern Ireland, but north-eastern England; President Bush, but the president of the United States).</p> <p>Hyphenate: compound adjective <i>part-time course</i>; noun-present participle combination <i>decision-making</i>; numbers/fractions when written in full <i>Forty-five, two-thirds</i>.</p> <p>Don't hyphenate: -ly adverbs <i>fully operational</i>; multiple words used as nouns <i>day off</i>; most prefixes, except where the word would be ambiguous or overly long.</p>
Punctuation	<p>Single quotes (double within)</p> <p>Do not use a serial (Oxford) comma, unless necessary to avoid ambiguity.</p> <p>Avoid overuse of abbreviations ('that is', rather than 'ie')</p> <p>Spell out acronyms on first use, indicating the acronym in parenthesis immediately thereafter. Use acronym for all subsequent references, except at start of a sentence where acronym should again be spelt out.</p> <p>In general, use a full point for lower case abbreviations (et al., ibid., ed.), but no full point for upper case abbreviations (US, UN, Washington, DC).</p>
Dashes	<p>Em rules for parenthetical dashes</p> <p>Use en rule between spans of numbers (e.g. 20–40), including page numbers in references</p>
Numbers and units	<p>one to ten, 11+, 1,000, 10,000, 100,000, one million, 100 million, etc</p> <p>500km (no space), £100 billion</p> <p>Use per cent (spaced), not %</p>
Dates	<p>1 June 2004, 1990s, 21st century, mid-17th century, 1756–1763, 1990–2002</p>
Book reviews	<p>Book Reviews as main title at top over all reviews</p> <p>Author and Author: <i>Title in Caps</i></p> <p>Place, Publisher, Year</p> <p>ISBN: XXXXXXXXXX (paperback)</p> <p>REVIEWER'S NAME</p> <p>© year, Author Name</p>
Reference Style	<p>All references are to be listed in footnotes, according to the following style.</p> <p>References</p> <p><i>Published books</i></p> <p>Karl Marx, <i>Capital</i>, Vol. 1 (London: Penguin, 1976 [1867]), p. 491.</p> <p>György Lukács, <i>Conversations with Lukács</i>, edited by T. Pinkus (Cambridge, MA: MIT Press, 1975), p. 74.</p> <p>M. Baun, <i>A Wider Europe: The Process and Politics of European Union Enlargement</i> (Lanham, MD: Rowman and Littlefield, 2000).</p> <p>World Trade Organization, <i>Trade Policy Review: Brazil, 2004</i> (Geneva: WTO, 2004).</p> <p>Herbert Barrows, <i>Reading the Short Story</i>, vol. 1 of <i>An Introduction to Literature</i>, ed. Gordon N. Ray (Boston: Houghton Mifflin, 1959).</p> <p><i>Chapters in books</i></p> <p>T. Cottier, 'Risk Management Experience in WTO Dispute Settlement' in David Robertson and Aynsley J. Kellow (eds) <i>Globalization and the Environment: Risk Assessment and the WTO</i> (Cheltenham: Elgar, 2001), pp. 41–62.</p> <p><i>Articles in journals</i></p> <p>O. Wæver, 'European Security Identities', <i>Journal of Common Market Studies</i>, 34:1 (1996), pp. 103–132.</p>

Newspaper and magazines

J. Bugaksaki, 'History is Politics in Putin's Russia', *Financial Times*, 27 April 2000.

'Bad Day for Blair', *The Sunday Times*, 13 August 1989, p. 16.

Working papers

W. Zellner 'Managing Change in Europe: Evaluating the OSCE and its Future Role – Competencies, Capabilities and Missions', Working Paper 13, Centre for OSCE Research, Hamburg, 2005.

Translations

M. Foucault, *Surveiller et punir: naissance de la prison* (Paris: Gallimard, 1975); transl. Alan Sheridan *Discipline and Punish: the Birth of the Prison* (London: Allen Lane, 1977).

R. Barthes, 'Le Discours de l'histoire', *Social Science Information*, 6:4 (1977), 72–75; transl. Peter Wexler, 'Historical Discourse', in Michael Lane (ed.) *Structuralism: A Reader* (London: Cape, 1970), pp. 152–155.

H. Kienle, *Einführung in die Astronomie* [Introduction to Astronomy] (Berlin: TW Weber, 1968).

Unpublished documents

R.J. Fusilio, 'The Staging of Battle Scenes on the Shakespearian Stage' (PhD dissertation, University of Birmingham, 1966)

J.M. Leddy, 'Post-War Commercial Policy', 16 February 1944, National Archives of the United States, Harley A Notter File, Record Group 59, Box 13

R.C. Leffingwell, Letter to Thomas W Lamont, 21 November 1939, Baker Library, Harvard Business School, Thomas W Lamont Papers, Box 103

Online sources

W. Zellner, 'Managing Change in Europe: Evaluating the OSCE and its Future Role – Competencies, Capabilities and Missions', Working Paper 13, Centre for OSCE Research, 2005,
http://www.core.hamburg.de/documents/CORE_Working_Paper_13.pdf.

Subsequent references

Use *ibid.* where relevant, otherwise use the author's surname and *op. cit.*, for example:

2. Baun, *op. cit.*, p. 85.

Or, if more than one work by the same author:

2. Baun, *A Wider Europe*, *op. cit.*, p. 85.