

Journal title and acronym	
Trim size	
Catchline	<i>Journal Title</i> Vol. X, No. X, Month 2008, 1–3 top of page 1, ranged left
Footline	ISSN XXXX-XXXX print/ISSN XXXX-XXXX online © 2008 Taylor & Francis DOI: 10.1080/XXXXXXXXXXXXXXXXXXXX http://www.informaworld.com (live link) bottom of page 1, ranged left
Running heads	(<i>verso</i>) <i>J. Smith and P. Jones</i> or <i>J. Smith et al.</i> if 3 or more authors. If J.B. Smith then initials are closed up (<i>recto</i>) <i>Journal Title</i> position left and right of pages
Logo	Routledge/T&F position top right
Article type (when needed)	RESEARCH ARTICLE bold caps, ranged left
Title	Bold, first word and proper nouns cap only ranged left
Authors	An Author and Another Author (initials closed up if J.B. Smith) ranged left
Affiliation	^a <i>Department, University, City, Country;</i> ^b <i>Department, University, City, Country + any extra affiliation address information given by the authors</i> (e.g. street address, postcode, zip code) ranged left
Received dates	(<i>Received 20 July 2005; final version received 17 August 2006</i>) After affiliation, ranged left
Abstract	Text smaller, indented both sides ranged left
Keywords	Keywords: word; another word; lower case except names Position aligned with abstract, same size as abstract
Correspondence details	Given as footnote on page 1* *Corresponding author. Email: xxxxxxxx ranged left, no indent. Postal address not needed. If there is only one author, use *Email: xxxxxxxx
Headings	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 ranged left, numbers to be included if supplied, no indent below.
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	Indented left and right, smaller font (over 40 words, or when appropriate)
Lists	(1) for numbered lists Bullets if wanted
Equations	Equation (1) in text Centred

Acknowledgements	A heading. Goes before notes, bio notes and refs Text smaller
Notes	Notes (A heading) 1. This is a note. 2. This is another note. Text smaller
Notes on contributors Not all journals require this – please see the relevant instructions for authors page	Notes on contributors (A heading) First author details. Line space Second author details. Goes after Acknowledgements, before refs Text smaller
Appendix	Appendix 1. Title if given (A heading) Goes after refs Text smaller
Spelling preferences	As Editor requires
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). Add any editorial preferences here (e.g. single/double quotes)
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	4 October 2005 in the twenty-first century in the 1970s
Contents page	JOURNAL TITLE Volume 100 Number 1 December 2007 logo SPECIAL ISSUE TITLE GUEST EDITOR <hr/> CONTENTS Articles Title of article <i>Author, Author and Author</i> All ranged left, page numbers ranged right
Editorial	Editorial (as title) If editorial has a title, use EDITORIAL (section heading) Title of editorial Editor Name <i>Affiliation if wanted</i>
Other article types	Follow style for main articles

Book reviews	<p>BOOK REVIEWS (as section heading) Book title: all bold, by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6</p> <p style="text-align: right;">Reviewer's Name <i>Affiliation</i> <i>Email</i> (c) year, Reviewer Name</p> <p>References go before reviewer details Next review follows after a space No copyright line on first page of reviews</p>
Volume contents and index	<p>Author index (as title) Author index set double-column</p>
Erratum	<p>Erratum (as title) Include catchline and article title of original text.</p>
Obituary	<p>OBITUARY (section heading) Name and dates if given (as title)</p> <p style="text-align: right;">Author Name <i>Affiliation</i> <i>Email</i></p>
Reference Style	Please follow Style