

Further Notes on Style

General Style

Authors are asked to take account of the diverse audience of the journal. Please avoid the use of terms that might be meaningful only to a local or national audience, or provide a clear explanation where this is unavoidable. However, papers that reflect the particularities of a social and cultural system are acceptable.

Some specific points on style follow:

1. 'US' is preferred to 'American', 'USA' to 'United States', and 'UK' to 'United Kingdom'.
2. Single quotation marks rather than double are used unless the 'quotation is "within" another'.
3. Punctuation should follow the British style, e.g. 'quotation marks precede punctuation'.
4. Punctuation of common abbreviations should adhere to the following conventions: 'e.g.'; 'i.e.'; 'cf.'. Note that such abbreviations should not generally be followed by a comma or a (double) point/period.
5. Dashes: N-rules (–) and M-rules (—) should be used where needed in applications on disc if possible, or be clearly indicated in manuscripts by way of either a double or a triple hyphen, (--) or (---), respectively.
6. Upper case characters in headings and references should be used sparingly, e.g. only the first word of paper titles, subheadings and any proper nouns should be upper case; similarly for the titles of papers from journals in the references and elsewhere.
7. Apostrophes should be used sparingly. Thus, decades should be referred to as follows: 'The 1980s [not the 1980's] saw...'. Possessives associated with acronyms (e.g. APU), should be written as follows: 'The APU's findings that...' but note that the plural is 'APUs'.
8. All acronyms for national agencies, examinations, etc., should be spelt out the first time they are introduced in text or references. Thereafter the acronym can be used if appropriate, e.g. 'The work of the Assessment of Performance Unit (APU) in the early 1980s...' and subsequently, 'The APU studies of achievement...'; in a reference '(Department of Education and Science [DES] 1989a)'.
9. Brief biographical details of significant national figures should be outlined in the text unless it is quite clear that the person concerned would be known internationally. Some suggested editorial comments in a 'typical' text are indicated in the following with square brackets: 'From the time of H. E. Armstrong [in the 19th century] to the curriculum development work associated with the Nuffield Foundation [in the 1960s], there has been a shift from constructivism to heurism in the design of [British] science courses'.
10. The preferred local (national) usage for ethnic and other minorities should be used in all papers. For the USA, 'African-American', 'Hispanic' and 'Native American' are used, e.g. 'The African-American presidential candidate, Jesse Jackson...'; for the UK, 'West Indian' (not 'Afro-Caribbean'), etc.
11. Material to be emphasized by italicization in the printed version should preferably be italicized in the typescript rather than underlined. Please use such emphasis sparingly.
12. Numbers in text should take the following forms: 300, 3000, 30 000 (not 30,000). Spell out numbers under 10 unless used with a unit of measure, e.g. nine pupils but 9 mm (do not introduce periods with units). For decimals, use the form 0.05 (not .05, x 05 or 0x 05). '%' (not 'per cent') should be used in typescripts.

13. Appendixes should appear before the references section and after any acknowledgments section. The style of the title is shown by the following example:

'Appendix C: The random network generator'

Figures and tables within appendixes should continue the sequence of numbering from the main body of the text. Sections within appendixes should be numbered, for example, C.1, C.2, ... Equations in appendixes should be numbered, for example, (C 1), (C 2), ... If there is only one appendix, it is called and referred to as 'Appendix A'.

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Title and authors

Title: the title should be initial capital letter only (except for names), bold and centred on the page; e.g.

This is the title of the paper

For over-long titles, please supply a shortened version, which can be used as a running head for the article.

Authors: Author names should be in block capitals and followed by the link to the relevant affiliation (if there is more than one) and an asterisk to indicate the corresponding author, centred on the page; e.g.

A. N. OTHER*† and J. BLOGGS‡

Affiliation: Centred on the page, preceded by the link to the appropriate authors, each affiliation appearing on its own line; e.g.

†University of Life, UK
‡University of Style, UK

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Abstracts

Structured abstracts of 200 words, summarizing the significant coverage and findings of the paper are required for all papers, and should be submitted as detailed below, following the title and authors' names and addresses, preceding the main text.

For papers reporting original research, state the **primary objective** and any hypothesis tested; describe the **research design** and your reasons for adopting that methodology; state the **methods and procedures** employed, including where appropriate tools, hardware, software, the selection and number of study areas/subjects, and the central **experimental interventions**; state the **main outcomes and results**, including relevant data; and state the **conclusions** that might be drawn from these data and results, including their implications for further research or application/practice.

For review essays, state the **primary objective** of the review; the reasoning behind your literature selection; and the way you critically analyse the literature; 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.

Format: No 'Abstract' title, text indented both sides.

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Headings

Two levels of headings can be used, as described below.

- (A) Centred, numbered, bold, initial cap only, space above.
(B) Flush left, italic, initial cap only, space above.

The first paragraph of text under each heading should be indented. All consecutive paragraphs should also be indented.

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Tables and figures

Artwork submitted for publication will not be returned and will be destroyed after publication, unless requested otherwise. Whilst every care is taken of artwork, neither Editors nor Taylor & Francis shall bear any responsibility or liability for its non-return, loss or damage, nor for any associated costs or compensation. Authors are strongly advised to insure appropriately.

1. Tables and figures should be informative, relevant and visually attractive. The style and spelling of lettering in figures must correspond to the main text of the manuscript. Tables and figures must be referred to in the text and numbered with consecutive Arabic numbers in the order of their appearance ('see table/figure 1'; 'see tables/figures 1–4'). Each table and figure should have a stand-alone descriptive caption that explains its purpose without reference to the text; each table column should have an appropriate heading. Avoid the use of vertical rules in tables.

2. Figures and tables must be on separate sheets or in separate files and not embedded in the text. Original artwork for figures should be supplied. The scale of figures should allow for reduction to column width (130 mm) or page width (160 mm) or page length (205 mm) if to be placed landscape, but landscape reproduction (i.e. reading from bottom to top of the page) should be avoided. Photographs may be sent as black and white glossy prints or negatives.

Please number each figure on the reverse lightly in pencil.

Please do not type the caption for a figure on the artwork for that figure. A separate list of figure captions should appear at the end of the manuscript.

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Mathematics

Special care should be taken with mathematical scripts, especially subscripts and superscripts and differentiation between the letter 'ell' and the figure one, and the letter 'oh' and the figure zero. If your keyboard or PC does not have the characters you need, or when using longhand, it is important to differentiate between: K and k; X, x and \times (multiplication); asterisks intended to appear when published as multiplication signs and those intended to remain as asterisks; etc. Special symbols, and others used to stand for symbols not available in the character set of your PC, should be highlighted in the text and explained in the margin. In some cases it is helpful to supply annotated lists of symbols for the guidance of the sub-editor and the typesetter, and/or a 'Nomenclature' section preceding the 'Introduction'.

In both displayed equations and in text, scalar variables must be in italics, with non-variable matter in upright type.

For simple fractions in the text, the solidus '/' should be used instead of a horizontal line, care being taken to insert parentheses where necessary to avoid ambiguity. Exceptions are the proper fractions available as single type on keyboards and in character sets (e.g. $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$).

The solidus is not generally used for units: m s^{-1} not m/s, but note electrons/s, counts/channel, etc.

Displayed equations referred to in the text should be numbered serially ((1), (2), etc.) on the right-hand side of the page. Short expressions not referred to by any number will usually be incorporated in the text.

Symbols used to represent tensors, matrices, vectors and scalar variables should either be used as required from the character set of the application you are using or marked on hard-copy by underlining with a wavy underline for bold, a straight underline for italic and a straight red underline for sans serif.

The following styles are preferred: upright bold sans serif **r** for tensors, bold serif italic *r* for vectors, upright bold serif for matrices, and mediumface sloping serif *r* for scalar variables. In mathematical expressions, the use of "d" for differential should be made clear and coded in roman, not italic.

Typographical requirements must be clearly indicated at their first occurrence, e.g. Greek, Roman, script, sans serif, bold, italic. Authors will be charged for corrections at proof stage resulting from a failure to do so.

Braces, brackets and parentheses are used in the order {{()}}, except where mathematical convention dictates otherwise (e.g. square brackets for commutators and anticommutators; braces for the exponent in exponentials).

For units and symbols, the SI system should be used. Where measurements are given in other systems, conversion factors or conversions should be inserted by the author.

Mathematical equations should preferably be typewritten, with subscripts and superscripts clearly shown. It is helpful to identify unusual or ambiguous symbols in the margin when they first occur. Please ensure all symbols are described in the text. If equations are numbered, consecutive Arabic numbers in parentheses should be used. Equations may be referred to in the text as 'equation (1)', 'equations (2)–(4)'. To simplify typesetting, please use: (1) the "exp" form of complex exponential functions; (2) fractional exponents instead of root signs; and (3) the solidus (/) to simplify fractions e.g. $\frac{3}{4}$, $\exp x^{1/2}$. Other letters not marked will be set in roman type. Please supply reproducible artwork for equations containing ring formulae and other complex chemical structures. Schemes should also be numbered with consecutive Arabic numbers.

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Acknowledgments

Any acknowledgments authors wish to make should be included in a separate headed section at the end of the manuscript preceding any appendixes and before the references section. Please do not incorporate acknowledgments into notes or biographical notes.

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Essay Reviews

References to the book being reviewed should be included at the top of the first page of the essay review using the following conventions:

Amanda Coffey and Paul Atkinson, *Making Sense of Qualitative Data: Complementary Strategies*, 1996, 200 pp., £34.50 (London: Sage) (hbk), ISBN 0-8039-7052-8, £14.95 (pbk) ISBN 0-8039-7053-6.

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Book Reviews

The following header material should appear in all reviews in the following order (please note the punctuation):

Robert Fox, editor, *Technological Change: Methods and Themes in the History of Technology*. Amsterdam: Harwood Academic Publishers, 1996. vii + 271 pp. \$54.00. £36.00. ISBN 3-7186-5792-9.

Page references within reviews should be given as follows: (p. 337) or (pp. 36-37).

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Footnotes and References

Footnotes are to be numbered consecutively, with superscript numerals placed outside the punctuation, thus:..... Newton agreed.²⁷

Complete page references for a paper should always be given, and then the specific page if necessary. Titles of journals should **not** be abbreviated.

Cross references in notes to works already cited, or to points made in previous notes or their text, should be made by note number, for example: 'J. Smith (note 11), 223', or 'as indicated in note 14....'. Cross-references in the text should be to section or sub-section numbers.

Citations in the text consist of the author's name (unless clear from the context) followed by the year of publication, both in *italics*.

For example:

"The cumbersome notation in *Frege 1879* deterred readers."

On the other hand, names should be in roman when the individual rather than the work is referred to:

"In his seminal work *1879*, Frege employed a cumbersome notation." Letter suffixes are used to distinguish among multiple works published in the same year.

References are to be cited as follows:

1. Reference to a book

Bennet, J. 1988. *Events and Their Names*, Oxford: Oxford University Press.

Morgan, M. S. 1985. *The History of Econometric Ideas*, Cambridge: Cambridge University Press [1990].

2. Reference to a chapter in a book

Putnam, H. 1975. 'The meaning of "meaning"', in H. Putnam, *Mind, Language and Reality: Philosophical Papers, Volume 2*, Cambridge: Cambridge University Press.

3. Reference to an article in a journal

Turner, G. L'E. 1976. 'The London trade in scientific instrument-making in the 18th century', *Vistas in Astronomy*, **20**, 173–82.

4. Unpublished literature

Joseph, F. 1996. 'What's so critical about Nancy Fraser?', unpublished manuscript.

Fusfield, W. 1997. Identity politics as backlash: American feminism in the context of the global implosion of the Left, unpublished manuscript presented before the Media Studies Group at the University of Pittsburgh.

5. Reference to a newspaper or magazine

Richards, H. 1997. 'Republican lite?', *The Times Higher Education Supplement*, 1 November, 16.

6. Reference to an Internet source

Give the universal resource locator in full:

<http://acsinfo.acs.org/instruct/instruct.html>

7. Reference to a personal communication

Brannen, J. 1996. Personal communication.

8. Reference to a case in law

In text, italicize names of plaintiffs and defendants:

Miranda v. Arizona 1974

9. Reference to government legislation

US Congress, Senate Committee on Foreign Relations. 1956. *The Mutual Security Act of 1956*, 84th Congress, second session, report 2273.

US Congress, House Committee on Banking & Currency. 1945. *Bretton Woods Agreements Act: Hearings on HR 3314*, 79th Congress, first session, report 452.