



Article Style Guide

(Calibri, single column, justified in main text. 4,000-6,000 words.)

Tone	Articles should be of relevance to University of York academic staff, and hence written for an intelligent but non-specialist reader. Disciplinary-specific terminology should be explained where reasonable.
Article type (when needed)	Bold, aligned left (e.g. Research Article ; Review).
Title	Bold, Calibri 14pt, first word and proper nouns cap only, aligned left.
Author(s)	Calibri 14pt, aligned left under article title.
Affiliation	Calibri 12pt, aligned left: Department/Subject area, University.
Abstract	Indented by 1cm each side, aligned left.
Keywords	Aligned with abstract above, 4-6 keywords separated by semi-colons, all words lower case except proper names.
Correspondence details	Given as footnote to author above, Calibri 11pt, aligned left, no indent. <ul style="list-style-type: none"> • If there is only one author, use ¹ Email: xxxx@xxxx • If there are two or more authors, use ¹ Corresponding author. Email: xxxx@xxxx
Headings	Bold, Calibri 12pt, initial capital only.
Paragraphs	Single column Calibri 12pt, justified. Line spacing at 1.15. 10pt spacing following each paragraph.
Tables	Referred to within parenthesis in text, i.e. (Table 1). Labelled clearly above table in Calibri 11pt, initial cap only; e.g. Table 1 : Explanation of table.
Figures	Referred to within parenthesis in text, i.e. (Figure 1). Labelled clearly beneath figure in Calibri 11pt, initial cap only; e.g. Figure 1 : Explanation of figure.
Displayed/block quotations	Indented left and right 1.27cm. Used for quotations over 40 words, or when appropriate.

Lists	(1) for numbered lists Bullets at author's discretion.
Equations	Equation (1) in text Centred.
Acknowledgements	Where used, precedes notes/references.
Statements of Ethics/Research Policies	Where used, precedes notes/references.
Notes	Numbered, Calibri 11 pt. 1. First note 2. Second note.
References	Should conform to Harvard referencing style, used widely at the University of York. References should be briefly cited in the text in parenthesis, as well as in a list of references at the end of the article which gives fuller bibliographic information. Further guidance on the use of this style can be found at: https://www.york.ac.uk/integrity/harvard.html
Appendices	Where used, follows notes/references.
Spelling preferences	British <i>or</i> US, used consistently throughout.
Punctuation	No periods for common acronyms (e.g. US, UN, BBC). For names of article authors and in references, no space between initials (e.g. Jones, A.D.)
Dashes	Spaced en dash/en rule where using parenthetically (e.g. – a parenthetical clause –) Non-spaced hyphen between spans of numbers (e.g. 30-50), including in use of page numbers in references.
Numbers and units	Numbers: spell out one to nine, then 10; 100; 1,000. Note use of separating comma in thousands. 10% (except where beginning a sentence) Units: follow SI nomenclature, single space between number and unit.
Dates	14 July 2016 In the twenty-first century In the 1990s.