# 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.
* If there is only one author, use Email: xxxx@xxxx
* If there are two or more authors, use 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 or 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. |