

JCER GUIDELINES FOR AUTHORS & GUEST EDITORS

PRESENTATION

The first page should include:

- Title, abstract and keywords;
- Single space text – use Verdana point 10, if possible;
- Do not justify any text;
- Any footnotes must be presented as endnotes – underneath the references, please;
- Place any figures/tables at the end of the document, clearly indicating approximate placing in-text.

WORD COUNT

- The word counts are as follows:
 - Research articles: 7,000–8,000 words
 - Commentaries: 2,000–3,000 words
 - Teaching, Outreach and Engagement: 4,000-6,000 words
 - Book Reviews: up to 1,500 words;
- The bibliography does not contribute to the word count. However, we urge authors to be circumspect about the length of their bibliographies. We appreciate the importance of citations but also seek to confine those citations to what is necessary rather than what is possible;
- Tables do not contribute to the word count.

PARAGRAPHS

- Always use two hard returns at the end of a paragraph;
- Do not indent the first lines of paragraphs.

USE OF NOTES (HARVARD REFERENCING ONLY)

- All footnotes should be converted to endnotes;
- Minimise use of footnotes. The general rule is that if it is important enough to say, it should be in the body of the text, if not, you should question whether it is necessary at all;
- Numbering for any endnotes should appear outside the punctuation, i.e. after a comma, full stop or bracket and not before.

REFERENCING

- Make the argument, not the author, the focus of the work, e.g. 'the European Commission is most closely comparable to the executive body of a state rather than a civil service (David 2013) rather than 'David (2013) argues that the ...';
- Use Harvard referencing, except where a discipline (e.g. Law) demands otherwise;
- List alphabetical by author. First author **only** to be listed as Last name, First name;
- Use initial or full name format for authors and editors according to original publication;
- Use sentence case or capitalise each word of articles and books according to original publication
- Year of publication in round brackets after author, followed by a full stop;
- Include url and accessed dates for all online sources;
 - Online: https
 - [accessed ...];
- Include page numbers for all journal articles and chapters in edited collections;
- Do not use p. or pp., just have numbers follow on after the colon and a space, e.g. (2003: 12), 8(1): 1-18;
- Ensure there is a full stop at the end of each reference;

- Include the article's DOI (unless a DOI does not exist for that article) after the full stop, in the format: <https://dx.doi.org/10.1037/rmh0000008>
- Place of publication before publisher;
- Do not use 'et al.' on the bibliography, all authors names must be written out in full
 - Unless there are more than 4 names, in which case, list the first 4 and then use et al.
 - Ensure all authors are listed in text for the first occurrence (unless more than 4 and then use above logic), thereafter, et al. can be used;
- For 'In' references, names of editors, first name (or initial) should come **before** surname;
- Names of authors should be listed in descending order, e.g. in-text (Guerra 2013; David 2012) and on bibliography:
 - David, M. (2013). *Guidelines for Authors*. London: UACES
 - David, M. (2012). *How to Write an Article*. London: UACES;
- When using more than one work of an author, follow these guidelines:
 - Differentiate between two or more works by the same author in the same year, e.g. 2013a, 2013b. The first occurrence in-text should be 'a', the second 'b' and so on;
 - List the single author first, for titles by the same author co-written, list these after the single author, e.g.
 - Guerra, S. (2013). ...
 - Guerra, S. and M. David (2013). ...

See sample bibliography.

SAMPLE BIBLIOGRAPHY

Ferge, Z. and G. Juhász (2004). 'Accession and social policy: The case of Hungary'. *Journal of European Social Policy*, 14(3): 233-251.

Hinrichs, K. (2008). 'The German welfare state: tradition and changes'. In S. Golinowska, S., P. Hengstenberg and M. Żukowski (eds), *Diversity and commonality in European social policies: The forging of a European social model*. Warsaw: Friedrich Ebert Foundation: 27-48.

Johnson, Janet Elise (2007). 'Domestic Violence Politics in Post-Soviet States'. *Social Politics*, 14 (3): 380-405.

McCormick, John (2007). *The European Superpower*. Basingstoke, Hants: Palgrave.

Schmidt, Vivien (2003). *The European Union: Democratic Legitimacy in a Regional State*. Center for European Studies Working Paper No. 112. Online: <http://www.ces.fas.harvard.edu> [accessed 04 January 2012].

SUBHEADINGS

- Reduce use of subheadings to a minimum;
- Do not use a subheading for the introduction;
- The level of subheading must be clearly indicated – see below;
- Do not number subheadings;
- Do not centre subheadings;
- Insert 3 hard returns between the end of a paragraph and the next subheading, followed by 2 hard returns between the subheading and the text (see below).

SUBHEADING ONE

This is how your text should look. This is how your text should look. This is how your text should look. This is how your text should look.

Sub Subheading

This is how your text should look. This is how your text should look. This is how your text should look. This is how your text should look.

Sub Sub Subheading

This is how your text should look. This is how your text should look. This is how your text should look. This is how your text should look.

QUOTES

- Quotes should be kept to a minimum in order to prevent the work sounding overly derivative. All quotes under 40 words in length should be included within the text;
- All quotes over 40 words in length should be indented. This should be achieved by including two hard returns above and below the text:

Quotes 40 words and over should look like this. Quotes 40 words and over should look like this. Quotes 40 words and over should look like this. Quotes 40 words and over should look like this. (David and Guerra 2013)

You then resume your normal text like this.

- Do not italicise any quote, whether in-text or indented;
- Do not use quotation marks in indented quotes, unless to denote 'conversation' in the original;
- Single quotation marks should be used for all quotes in-text. 'If there are quotation marks within the original, use "double" quotation marks.';
- All quotations should be reproduced *precisely* according to the original;
 - If there is a mistake, write '[sic]' immediately following the error;
 - If you wish to emphasise a component(s), do so using italics but add '[author's emphasis]';

SPELLINGS

Always use UK spellings *except* for searchable terms, e.g. Europeanization; Globalization; World Trade Organization **but** organisation.

USE OF ITALICS

- Minimise use of italics;
- Examples of when to use them include
 - Foreign words or phrases *not* in common usage
 - Therefore: *quid pro quo*, *ibid*, *de facto*, *status quo*, *rapprochement*, *détente*, *faux pas* etc are deemed to be in common usage and should *not* be italicised. *Stricto sensu*, *ab extra*, *circulus vitiosus* are not in common usage and *should* be italicised;
 - For emphasis (very minimally);
 - For titles of books, newspapers, journals (not articles), plays.

USE OF CAPITALS

- Minimise use. Common words that do not have to be in capitals include party, 'government' unless referring to a specific government, e.g. 'the 1997 Labour Government'.

PUNCTUATION

- Use just one space after a full stop, commas, colons etc.;
- Full stops should fall *outside* of a quote where that quote is included as part of a longer sentence;
- If the quote is itself a full sentence, the full stop should fall within the quotation marks;
- Do not use apostrophes to denote any plural, e.g. 2000s (not 2000's);
- Put a space after a colon;
- Minimise use of commas for citations, e.g. (Guerra 2013: 15);
- Use semi colons to differentiate between authors of different publications, e.g. (David 2013; Guerra 2012);
- Use commas and parentheses where possible, instead of hyphens.

ABBREVIATIONS

- Use full stops after abbreviations, e.g. ch. 3., ed., vol.. But note the plurals: eds, vols, chs (the exception being nos.);
- Do not use full stops after contractions or within an acronym, e.g. Dr Guerra, NATO.

NUMBERS & ASSOCIATED SYMBOLS

- All numbers under 10 should be spelled in full;
- For measurements, do not spell out numbers, e.g. 5 years, 24 km;
- Write 'per cent' in full (i.e. not '%'), e.g. 30 per cent, except in tables/figures;
- Use a comma (not a full stop) for thousands and tens of thousands, e.g. 5,000 and 15,000;
- Twentieth century, not 20th century;
- 2000-2012;
- Day, month, year, e.g. 23 February 2013;
- Second, not 2nd;
- For currencies, put the currency first in three letter format, e.g. EUR 12,000; USD 1 billion etc.

GENDER SENSITIVITY

- Avoid gendered language. Instead, use 'they' or revert to the noun;
- Inanimate objects should not be referred to as if they were animate, e.g. a country is 'it', not 'she'.

STYLE SHEETS

Please disable all style sheets *before* submitting a version for editing

EDITING CHECKLIST

Referencing

1. Check that everything cited in-text is on the bibliography;
2. Check everything on the bibliography is cited in-text and delete anything that is not;

3. Insert "Online" before all urls;
4. Ensure any and all urls are provided and still work;
5. Ensure an accessed date is provided after all urls;
6. Ensure full publication details are provided;
 - a) Check that page numbers are in place for all chapters in edited collections and all articles in journals;
 - b) Check volume and issue numbers (when available) are in place for all journal articles;
7. Add DOIs for all articles where available;
8. Remove any bullet points and underlining;
9. Ensure all referencing conforms to style guidelines;
10. Add transliteration for any non-European language sources;

Add Acknowledgements (if necessary, e.g. for funding) at end of article, before Correspondence Address and References;

FINAL VERSION OF ARTICLE ONLY

Add correspondence address at the end of the article and before the list of references. Include, title, name, affiliation, including department name, full postal address and email address.

NB: This must not be included in your original submission, which needs to be anonymous.