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;
See sample bibliography.

SAMPLE BIBLIOGRAPHY


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 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.