

Stylistic Guidelines

FILE

- ✓ Send texts in MS Word, Rich Text Format (RTF), or OpenOffice. PDF files are not acceptable.
- ✓ Use 12-point Times or Times New Roman.
- ✓ The text should be single-spaced.
- ✓ 2,5 cm margins on all sides.
- ✓ Do not use tabs.
- ✓ Do not insert page numbers.

SPELLING

- ✓ Follow the British English spelling and grammar rules. For example: colour, analyse, defence, behaviour, emphasize.

HYPHENS AND DASHES

- ✓ Use a short hyphen - to join two words (space-time). Do not insert any space, neither before nor after.
- ✓ use a spaced en dash –
 1. to mark a break in a sentence:
e.g.: Glitter, felt, yarn, and buttons – his kitchen looked as if a clown had exploded.
 2. or (in a pair) to set off parenthetical statements:
e.g.: A flock of sparrows – some of them juveniles – alighted and sang.

CAPITALIZATION

All titles and headings in English must be capitalized according to the following rules:

- ✓ Capitalize nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions.
- ✓ Lowercase articles (a, an, the), coordinating conjunctions, and prepositions.
e.g.: The Aesthetics of Everyday Life.

FOOTNOTES

- ✓ Use footnotes (rather than endnotes).
- ✓ Footnote anchors should come after the punctuation.
e.g.: This issue has been extensively discussed in the literature.¹

SECTION HEADINGS

- ✓ Number all your (sub)sections (except 'References') by using Arabic numbers (1., 2., 2.1, 2.2).

USE OF ITALICS

- ✓ Use italics for: book titles, paper titles, chapter titles, artwork titles, foreign terms and to give emphasis to a word.

USE OF QUOTATION MARKS

- ✓ Use curved double quotation marks (“...”) for quotations.
- ✓ Use curved single quotation marks ‘...’:
 1. for quotations within a quoted passage:

e.g.: “He claims that the issue was ‘complex’ enough and required ‘further analysis’ in order to be solved.”

2. to emphasise expressions for which an ironic, allusive, subtextual interpretation is required:

e.g.: This is a very ‘peculiar’ way to interpret the situation.

- ✓ Never use vertical quotation marks ("..." or '...') nor guillemets («...»).

QUOTATIONS

- ✓ Omissions in quotations should be signalled with three dots in square brackets: [...].
- ✓ Block quotes longer than 3 lines should be indented and separated from the body of the text. The font-size should be reduced by 1 point.
- ✓ Footnotes anchors should follow the punctuation and the quotation marks (except for block quotations, where punctuation is part of the quotation):
e.g.: “It should be taken in a metaphorical sense.”²

SHORTENINGS

- ✓ p. and pp.;
- ✓ f and ff.;
- ✓ cf.;
- ✓ etc.;
- ✓ vol. and voll.;
- ✓ n. and nn.;
- ✓ p. 24 and not p.24 (with a space);
- ✓ I. Kant and not I.Kant (with a space); J.M. Keynes and not J. M. Keynes (without space between the two initials of a name).

USE OF *IBIDEM* (OR *IBID.*)

- ✓ *Ibid.* or *Ibidem* (in italics) is used when the quotation is repeated identically (same author, same work, same page number):
e.g.: (Kant, 2013, p. 307).
(*Ibid.*).

IMAGES

- ✓ Send images (either in jpg or in png format), together with a caption, and mark the locations in the text where they should roughly be placed.
- ✓ Ensure that you obtain permission to reuse the image.
- ✓ Make sure you supply details of the original source of the images you have used so they can be mentioned in the captions.

REFERENCES

For complete information, see the Guidelines for Bibliography