

## ***Journal of Humanitarian Affairs* Style Guidelines**

- These guidelines are intended to help you and us; the better prepared the article is the more efficiently it will pass through the production process.
- Please pay particular attention to the Notes and references section.
- Please make sure that the style you use is consistent throughout the article and is compatible with the rest of the journal.

### **Submission of manuscripts**

- Articles should be no more than the maximum extent for the article type. See the journal's homepage for more details. The author is responsible for the word count.
- Articles should include an abstract of no more than 200 words and 3-6 keywords.
- Articles should be sent via email to the managing editor, at [isabelle.schlapfer@postgrad.manchester.ac.uk](mailto:isabelle.schlapfer@postgrad.manchester.ac.uk)
- Pages should be numbered.
- The article should be anonymised for blinded review. A Title Page should be included containing the article title, author's name, contact details, affiliation, acknowledgements and any other identifying information.

### **General style notes**

- UK punctuation throughout article.
- UK spelling consistently throughout article (-ise/-yse NOT -ize/-yze) but use American spelling in American proper names, such as Pearl Harbor, and in quotes.
- Single spacing only after all punctuation; initials should be spaced: A. J. Smith not A.J. Smith (NB i.e. and e.g.); space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Maximum capitalisation is used on all headings and titles of published works within the text and the notes (use different typesizes to distinguish different levels of heading).
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–7, 34–76, 104–6, 136–42.
- Dates are written in full: 31 January 1678; BC years must be given in full: 536–514, not 536–14; spell out nineteenth century, but 1800s (NB hyphenate when adjectival – e.g. 'in the seventeenth century' but 'seventeenth-century furniture'; use 1930s, not thirties, 30s or '30s).
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- *Ibid.*, after references that cite the title previously mentioned; do not use *idem*, *loc. cit.* or *op.cit.*
- Apostrophe: Thomas's, Jones's, but Moses', Bridges' : i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- Parenthetical dash: use a spaced dash to indicate a parenthetical dash (indicate in typescript by a single hyphen with a space either side).
- Raised letters/superscripts in quotes should be clear - these will be set as superscript letters.

### **Numbers**

- Spell out numbers below 100, use digits for numbers over 100.
- Exceptions – a series of numbers appearing close together; numbers in mixed sequence (under and over 100) in which case use digits for all numbers in that section; numbers giving exact measurements or with abbreviated units of measurements such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g. two hundred, fifteen thousand).

- Units of measurement - no 's' to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d.
- Always put a number on either side of a decimal point, e.g., 0.6 (not .6).

#### Quotations:

- Use single quote marks for quotations integrated within the text, and double quote marks for quotes within these quotes. Place the source citation after the closing quotation mark but before the final full point.
- When quotation marks enclose less than a complete sentence, the closing quote mark should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation. If the source/page numbers appear with the quotation, place them in parentheses after the closing quotation mark but before the final full point. If verse is integrated use space solidus space (#/#) to indicate a line break.
- Quotations that are longer than five lines should become indented extracts, with one line space above and below, with no quotation marks unless it's direct speech. Place the source citation immediately after the closing full point with no further punctuation after it.
- Use three dots with a space either side ... to indicate material missing within a quote (but NOT at the beginning of a quote). Use four dots to indicate material missing at the end of a sentence  
....

#### Abbreviations/punctuation/spacing

- Uncommon abbreviations should be avoided, or explained at their first occurrence.
- Idem, loc. cit, op. cit should not be used.
- '&' may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use 'and'.
- Cf. (roman, not italic): note that cf. Means 'compare', not 'see'.
- Fos for 'folios', not ff. Which means 'following'.
- ll. ('lines') should be avoided as it can be confused with roman numeral II or arabic 11: spell out instead.
- Per cent (not percent): use % only in tables.
- V. not vs. (roman, not italic).
- Use full points after abbreviations (e.g., i.e., etc., ibid., v., Ph.D., vol., p.m., Prof., Rev., ed.) except per cent (two words).
- Do not use a full point after units of measurement (kg, mm, cm), contractions (vols, eds, Dr, Mrs, Mr, Ltd: i.e. where first and last letters are given) except no. (number), or initials (BBC, DNA, GMT, NATO, USA, ICI, TV), except name initials which should also be spaced (T. S. Eliot).
- No apostrophe with common abbreviations (phone, bus, pram, etc.).
- Insert a space after p., no., vol., fos (p. 67, not p.67) and include a space between numbers and units of measurement such as kg, mm, p.m. (5 kg, not 5kg).

#### Italic/bold

- Use italic for titles of publications (except series), including books (except the Bible, the Koran, etc.), journals, films, videos, plays, radio/TV programmes, titled musical works (but roman for Symphony no. 5 in C minor, etc.); long poems (e.g., Four Quartets), but roman and quotation marks for short poems; titles of paintings and sculpture, names of ships; genera, species and varieties; foreign terms/phrases (except anglicised terms, such as 'elite', 'role', 'naive', which also appear without accents, and phrases which are quotations); use italic for names of parties in legal cases, but v. is roman (v. NOT vs.), e.g *Churchill v. Wilson*; use italic for directions to the reader and stage directions, such as *see also* and *above*; use italic for *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, *i.e.*, *e.g.* are roman.

- As a general rule, avoid using bold type – headings will be marked up later and should be in roman; if emphasis is required, italic is preferred.

#### **Job titles/affiliations/subjects**

- The King (referring to a specific individual), but a king.
- Member of Parliament.
- The President, but a president, presidential (NB for Vice-President and other compound titles, capitalise both initials).
- The Prime Minister, but a prime minister.
- The Professor of Political Science, but a professor of political science.

#### **Institutions/organisations/places**

- The Church (institution) but the church (building).
- The Crown (meaning the monarchy).
- The Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England.
- The Parliament but parliamentary.
- The Senate (always cap.).
- The State (when referring to political communities).
- The West, Western Europe, etc., but western England.

#### **Note on bias/gender/racial and ethnic groups**

- Avoid using terms and phrases which express gender, racial or other bias.
- Examples: humanity or humankind, not mankind; workers or workforce, not workmen; chairperson or chair, not chairman; artisan or craftsperson, not craftman; firefighters not firemen; manufactured, not manmade; ancestors, not forefathers; senior citizens or the elderly, not old people; person with a disability or differently abled person, not cripple or handicapped/retarded/disabled person.
- Use 'he or she', 'her or him' (note alphabetical order); do not refer to objects or places (such as ships and countries as 'she': use 'it').
- Be specific and accurate when referring to a racial, ethnic or national group.
- Aborigine (lowercase a) signifies the original inhabitants of any country; for native Australians use Aborigine (cap A).
- Afro-Caribbean, African or black African etc., are preferable.
- Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible.
- Avoid 'coloured people': specify racial/ethnic origin.
- Use Inuit not Eskimo.
- Europe includes East Europe and cannot be substituted for West Europe or European Community.
- Use Native American or Native Canadian, not Indian (which signifies a native of India) or Red Indian.
- North America: remember this includes Canada and Mexico; use United States if this is what is meant.
- Use 'in Britain' not 'at home'.

### Notes and references

- Most editing problems are concerned with the notes at the end of the article.
- Use author-date system.
- References within the text and after extracts should be cited by the author's surname and year of publication (and page number if necessary), e.g. Smith (1979: 80), or (Smith, 1979: 80). If citing more than one work together, use semi-colons to separate. Order can be chronological or alphabetical, but be consistent throughout article.
- Distinguish two or more works published in same year (1996a, etc.). These should be labelled a, b, c etc. according to the order in which they are cited in the text.
- Give full details of the publication in a list of references. It is acceptable to use *et al.* in the text for works with more than two authors but you should give all authors' names in the references (unless there are more than three).
- If numbered endnotes are used to give information other than references, any references that appear in the notes should also use the author-date system.
- Works should be ordered alphabetically in the reference list; surname should precede first name or initials (spaced). Works by the same author ordered chronologically. Articles and books can be mixed together. Original works precede works edited by the same writer; works by single author precede joint works. Repeat the author's name each time.

Smith, A.

Smith, A. (ed.)

Smith, A. and B. Jones [initials for second and subsequent authors do not need to be inverted]

### Books

- Book titles – use initial capitalisation (i.e. all important words, including first word after colon); italic; no quotation marks. For pre-twentieth-century works, either follow capitalisation as in original title or standardise throughout.
- Chapter titles – initial capitalisation, roman (not italic), in single quotation marks.
- For all book references, give both place and publisher if possible, otherwise place only (whichever style, be consistent with all references).
- If accessing an e-book, the format (e.g. e-book, PDF) should be stated and the web address or URL where this is hosted given.

**single author of a book:** O'Grada, C. (1997), *A Rocky Road: The Irish Economy Since the 1920s* (Manchester: Manchester University Press).

**joint author of a book:** Kilborn, R. and J. Izod (1996), *An Introduction to TV Documentary* (Manchester: Manchester University Press).

**single editor of a book:** Russell, L. (ed.) (2001), *Colonial Frontiers: Indigenous-European Encounters in Settler Societies* (Manchester: Manchester University Press).

**joint editors of a book:** Harding, R. and W. E. Paterson (eds) (2001), *The Future of the German Economy: An End to the Miracle?* (Manchester: Manchester University Press).

**single author of a chapter within a book:** Shepherd, D. (2001), 'Bakhtin and the reader', in K. Hirschkop and D. Shepherd (eds), *Bakhtin and Cultural Theory* (Manchester: Manchester University Press, 2nd edn), pp. 61–9.

**modern editor of a dated work:** Burney, R. (1972), *Camilla: or A Picture of Youth*, ed. Edward A. Bloom and Lillian D. Bloom (London: Oxford University Press).

**translation:** Masini, L. (1984), *Art Nouveau*, trans. L. Fairbairn (London: Thames & Hudson).

### Journals

- Journal titles – always in full at first occurrence, maximum capitalisation, in italics.
- Article titles – maximum capitalisation, not in italics, in single quotation marks.
- Give volume number either in arabic or roman numerals (but once this style is chosen it must be adhered to for every journal); part or issue number (only necessary if each issue is paginated individually) separated by a colon (vol., no., p. not necessary); parenthesis round the year.
- If the journal article has been accessed online, the doi should be referenced, after the page range.
- If accessing an online article, not yet assigned to an issue, the date published online should be given.

Postan, M. M. (1928), 'Credit in medieval trade', *Economic History Review*, 3:6, 66–7.

Merli, C. & T. Buck (2015), 'Forensic identification and identity politics in 2004 post-tsunami Thailand', *Human Remains and Violence*, 1:1, 1–20, doi: 10.7227/HRV.0002.

Stræde, T. (2015), 'The Dead Bodies of Bobruisk, Belarus 1941–45', *Human Remains and Violence*, first published online 05 May 2015, doi: 10.7227/HRV.0003.

### Internet sources

- Web addresses that relate to an established company are fine, but use those that seem more transitory sparingly.
- Do not include http:// if www is included. Do not underline or italicise. Do not include angled brackets (< >).
- Include a full stop after the address. Give dates when the sites were accessed.
- List under the author's name if appropriate. Otherwise, list them under a subheading of 'Internet sources'.

### Foreign titles

- Publications in all modern European languages except French capitalise the initial letters of the first word and proper nouns only (all nouns in German).
- French publications follow the same system unless the first word is a definite article or an adjective: in this case, the first noun and all preceding adjectives also have initial caps, e.g. *Les Femmes savantes*, *La Folle Journée*, but *A la recherche du temps perdu*.
- Use initial caps for all journal titles.

### Other Sources

- Archival sources should use the following order: place, reference no. of document, status of document, author, title, date, page no. e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell, 'Money', 6 August 1952, p. 2.
- Newspaper articles do not include *The* as part of the title (*The* should only be used for *The Times* and *The Economist*). Give author's name if possible. e.g. Barratt, P. (1996), 'The Big Fella: Michael Collins at the Movies', *Irish Times* (12 October), p. 2.

- Unpublished books, theses and dissertations should be in roman in quotes; use initial caps; give type of document, place of publication and date. e.g. Cheshire, J. (1998), 'Early Victorian Stained Glass' (PhD dissertation, University of Exeter).
- Unless published (in which case treat like an article from a book), conference papers should give the name of the organising body, the title of the conference and the date given.
- Titles of individual manuscripts should be in roman in quotes.
- Titles of manuscript collections should be in roman without quotes, and the citation should contain the name of the depository and a full reference following the usage of the depository concerned: British Library, Additional MS 2787.
- Government and official sources:  
Ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series:
 

1-4222	1833-69
C 1-9550	1870-99
Cd 1-9239	1900-18
Cmd 1-9889	1919-56
Cmnd 1-9927	1956-86
Cm 1-	1986-

 Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., vols, col., cols) before the appropriate numbers.

### Illustrations

Inclusion of illustrations in the final article is subject to approval by the Editor and the Publisher.

#### General

These instructions are for the submission of images for accepted articles. Figures must be numbered as Figure 1, 2 etc. in the order they are to appear. If an illustration consists of more than one image then label them as Figure 1 (a), (b), etc. Please indicate the desired position of the figure in your article by inserting the figure caption into the text of your article. However, due to typesetting constraints it may not always be possible to place the figure in the desired location. The caption should include a source and credit for the illustration.

#### Scans and electronic images

**Please note that images embedded in Word documents will not be accepted.** Images should ideally have a resolution of 300 dpi and be of a reasonable size and clarity. Preferable formats are Jpegs and Tiffs but GIFs, EPS, PSD and PDFs are also acceptable. Screen grabs and images saved from websites are usually low resolution, rarely usable and difficult to get copyright for. Scans and electronic images can be checked in advance of publication. Please submit them to your Editor who will forward them to MUP for checking.

#### Line drawings

These are non-half-tone images such as bar charts and line graphs. They should be submitted as electronic files in their original file format (e.g. .XLS if a chart created in Excel or .EPS if an illustration created in Adobe Illustrator) and should ideally have a resolution of 1200 dpi).

#### Permissions

All permissions to reproduce images should be cleared with the copyright holder before final submission of the revised typescript. Authors are responsible for paying any copyright fees for use of images. However, please **do not** pay any fees before your article has been accepted and the proposed images approved.

Tables

Tables should preferably be integrated into the typescript. See example below for table layout. Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

Table 7.23 *The distribution of lead exports from England to the Baltic, decennial intervals 1565–95*

Destination	1565		1575		1585		1595	
	Ship- pound	%	Ship- pound	%	Ship- pound	%	Ship- pound	%
Danzig	342.0	63.2	300.0	51.8	–	–	–	–
Elbing	–	–	–	–	777.0	99.8	264.0	87.2
Other	129.9	2.0	236.0	48.0	666.0	87.1	225.0	81.0
Total <sup>a</sup>	541.0	100.0	579.0	100.0	778.5	100.0	302.5	100.0

Note: Sample table therefore figures not arithmetically correct

Source: *Tabeller over skibsfar ...*, Vol. xi A, pp. 19, 51, 105.

Use a solid rule above and below column headings and solid rule at foot of columns. No rules in body of table and no vertical rules. Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.