

## *Probing the Boundaries/At The Interface*

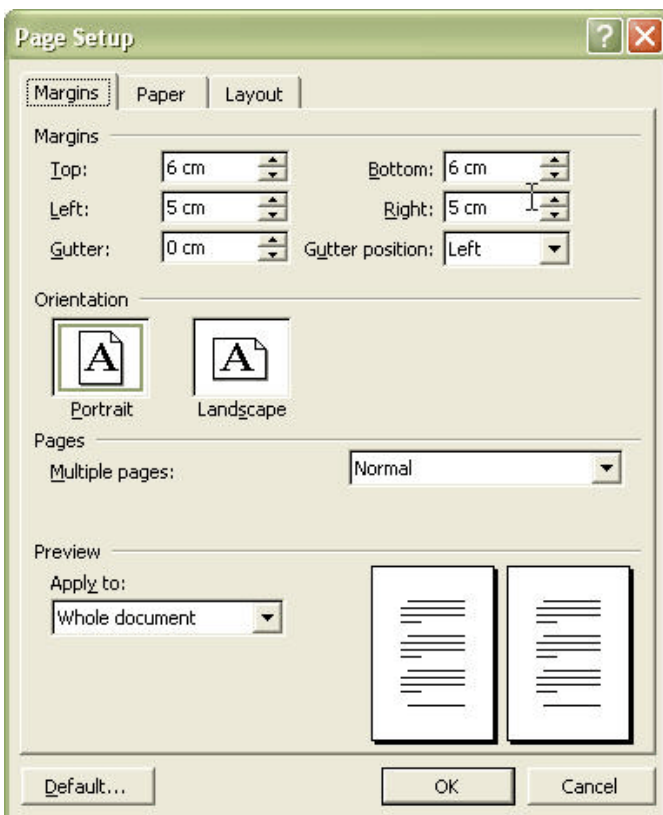
### Full Style Sheet for Hard Copy Edited Volumes: Version 7

#### **Before You Begin**

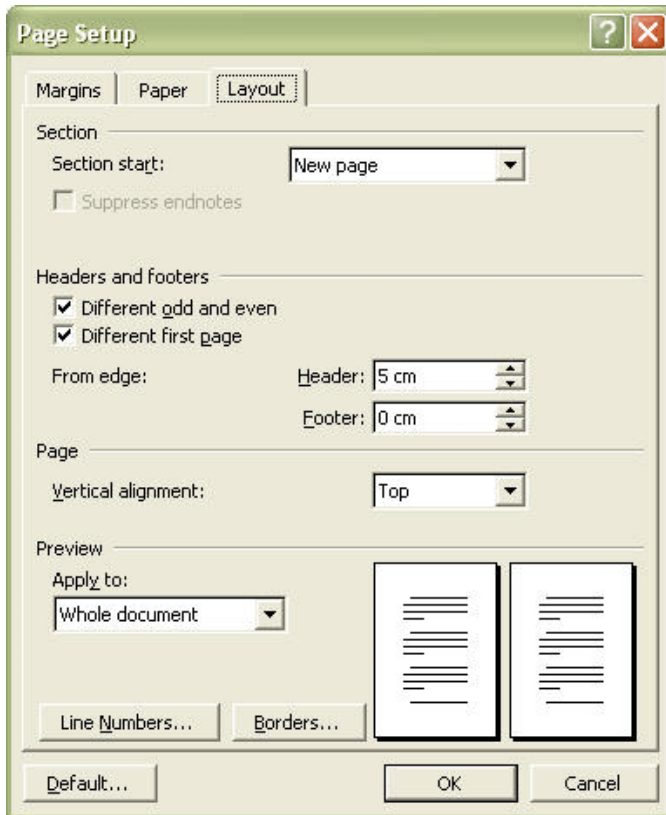
1. Please remember - the pages will appear in the book *exactly* as you submit them. It is your responsibility to ensure your chapter is in a camera ready state.
2. You should submit four specimen pages of your chapter to your editor at least 4 weeks before the deadline for submitting the chapter is due. This way the editor can check you have followed the style sheet correctly and bring to your attention any problems which arise.
3. Whilst the editor will help you with any problems you have, it is not the editor's job to do it for you. Editors are explicitly instructed to return documents to authors with a) a list of corrections to be made and b) a deadline for re-submission. If that date is missed, your piece will be excluded.

#### **Part One: Page Set-Up**

1. Page Set Up:



- Paper size must be A4 portrait (21cm x 29.7cm)
- Left Margin = 5 cm
- Right Margin = 5 cm
- Top Margin = 6 cm
- Bottom Margin = 6 cm
- Gutter = 0cm



## 2. Layout

- Section Start - set to 'new page'
- Different odd & even = on
- Different first page = on
- Header = 5cm
- Footer = 0cm (not used)

## 2. Type

- Font = Times New Roman (TNR).
- Size 10 point.
- Italics: use *italics* to indicate titles of works, foreign or technical terms, or for emphasis. Do not use **bold** or underlining.

## 3. Printer

- set print options to a minimum of 600dpi.

## 4. Spacing

- Single line spacing is to be used throughout.
- Do not double space between paragraphs.
- Use a single space following periods and colons - not a double space.
- Quotations - place a single line space before and after quoted material. For example:

Chapter 6, Bill Wringle's essay, "International Justice, Intervention, and the Prevention of Evil," sustains the concern with war. Shifting attention once again to contemporary events, Wringle begins his essay with a question:

Do the governments of Western liberal democracies have a right or, under certain circumstances, an obligation to intervene in the internal affairs of other states, perhaps by military means, in order to prevent the subjects of those states from suffering persecution from their own government?

In attempting to answer this question, Wringle examines arguments put forth by John Stuart Mill in "A Few Words on Non-Intervention" and,

5. Justification

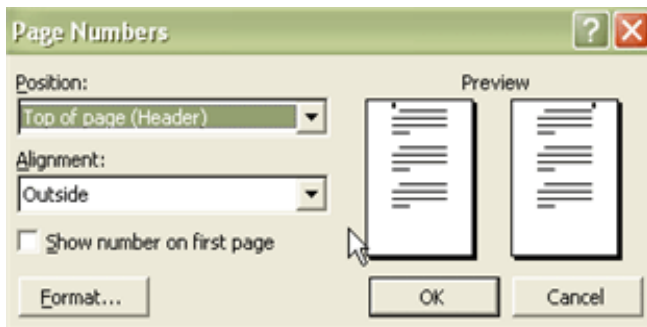
- Justification - Full. This means that text must be aligned at both the left and right margins.
- This applies to all text, notes, and the bibliography. This does not apply to the formatting of web addresses and URL's where it can lead to spacing difficulties.

6. Hyphenation

- Use single hyphens only; e.g., Turn left after church - but before the pub.
- Do not use double hyphens; e.g., Turn left after the church – but before the pub.

7. Pagination

- Left-hand pages are always even numbered pages; right-hand pages are always odd numbered pages.



- Preliminary material must be in lowercase roman numerals - I, ii, iii, iv, v etc.
- main text and end materials (index, bibliography) must be in arabic numerals, e.g., 1,2,3,4.
- blank pages should not display page numbers.
- chapter beginnings should not display page numbers.

- New sections, chapters, parts always begin on an odd-numbered page

8. Dictionary

- UK English spelling only.

## **Part Two: The Main Body of the Text**

9. Each paper should have, **in this order**:

Title  
Author name  
Abstract (no more than 200 words)  
Key Words (no more than ten)  
Body of paper  
End Notes (*Oxford* format, **not** author/date)  
Bibliography (again, *Oxford* format)  
Author identification (two sentences at most)

10. Titles

- 12pt, Bold, Centred. Not caps. Not upper case.

**This is a Title**

11. Author
- Name: 12pt, Italics, Centred
  - A blank line space separates the title and the name of the author

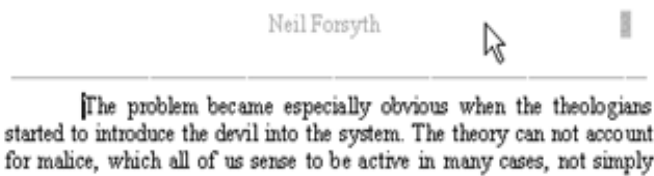
*Author Name*

12. Author affiliation/Notes on Contributors
- 10pt (normal). Final page of the document.

13. Abstract
- All contributions to an edited collection must begin with an abstract. The abstract must be of no more than 200 words.

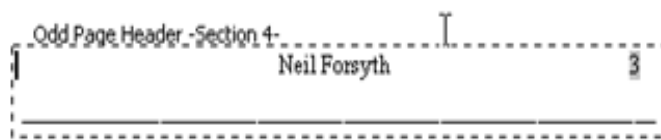
14. Key Words
- A list of up to, but no more than, 10 key words must follow the abstract.

15. Headers/Running Heads



- A running head appears at the top of every page except for
- the first page of any chapter
- the first page of any section or Part
- the Table of Contents, Index

- Headers should be 10pt, 1.5 line spacing, and comprise three elements;
  - a) page numbering - top outside alternating (i.e., aligned with the margins of the text)
  - b) author name (odd pages only - centred), chapter name (even pages only - centred).
  - c) then insert a line space
  - d) then insert a black line running the horizontal length of the header.



You can do this using one of two methods. 1) Press 'shift' and then the '-' button; or Under 'Insert' click on the 'Horizontal Line' option.

16. Sub-sections/sub-headings
- are to be numbered: 1, 2, 3, 4., flush left with the margin. Bold. .5" (one standard tab) between the number and the heading.

**1. This is the Sub-Heading.**

Text appears with no line space but with a single indent immediately under the sub-heading and continues as per the main text instructions.

Sub-Sub Headings will then use alphabetic letters with no tab:

## A. This is a Sub-Sub-Heading

### 17. Quotations

- longer quotations (three lines plus) should be indented (single tab) on both sides; single line spacing.

This is an example of longer quotations (three lines plus) that should be indented (single tab) on both sides and using single line spacing. There is also a blank single line space separating the quotation from the text.

- Quotations in the text (less than three lines) should use “double” quotation marks; quotations within quotations should use ‘single’ quotation marks.
- commas and periods should be inside the final quotation mark, and the endnote numeral should follow the quotation mark, thus:

He says, trenchantly, "blather, blather, bilge."<sup>6</sup>

Please do not use « » to mark quotations.

### 18. Paragraphs

- All new paragraphs are to be indented, wherever they appear. One standard tab.

### 19. References and Notes

The referencing system has been designed to produce a ‘clean’ text. **On no account are parentheses to appear in the main body of the text** in relation to references. References of the form: text text text (Bloggs, 2003) are forbidden.

In the text a reference or a note (automatic numbering) is a superscript number, always at the end of sentences or clauses. The note to which the superscript relates is to be placed at the end of the main body of the text, justification - full.

exaggeration, “the invention of the human.” The key statement is Hamlet’s claim, in reply to his mother’s complaint about his black clothes, that “I have that within which passeth show/ These but the trappings and the suits of woe.”<sup>10</sup> But this is an inadequate account. It ignores what is most

In the Note. Notes will appear at the end of the main body of the text. They will be separated from the main body of the text by the heading **Notes** which is 12 point, bold, centred.

Notes and Bibliography use the Oxford form of citation, as set out in *Style Manual for Authors, Editors and Printers*, 6th edn, 2002. **Please see the extensive example sheet provided.**

Notes do not necessarily have to refer to a specific author or quotation; they may be used to provide further explanatory comment. However, these must be kept to a minimum.

20. Captions of Tables

- Table captions should be placed directly *above* the table
- Figure captions should be placed directly *below* the figure.

21. Order

- The order of sections in a chapter is as follows:
  1. Title
  2. Name(s) of Author(s)
  3. Abstract: Key Words
  4. Body text
  5. Notes
  6. Bibliography (if required)
  7. Appendices

22 Further MS Word Settings for Authors and Editors

If set incorrectly, these make it difficult or impossible to put the papers together with headers, page numbers, and notes intact. Editors must check and correct these, but authors should help by including these settings in the files they send.

A. Delete all breaks in the paper. There should be no section or page breaks anywhere.

B. Disable automatic format spacing: **Edit → Select All; Format → Paragraph → Indents and Spacing**; Check spacing in the dialogue box, where "before" and "after" should be set at 0, not auto. Do the same thing again for the end notes, as they are unaffected by this setting for the body text, and may have extra spaces between them: use the cursor to select all the notes, then set before and after spacing to 0 as above.

C. While in **Format → Paragraph**, click on **Line and Page Breaks**. In that dialogue box **only** widow/orphan control should be checked.

D. If necessary, convert any footnotes to endnotes: **Edit → Select All; Insert → References → Footnotes**, switch to endnotes; make sure endnote numeral **style** is 1,2,3, then **Apply**.

E. Remove the separator line between the text and the notes: **View → Normal; View → Footnotes**; in the drop-down box check endnote separator, cursor is at the line, select and delete the line, and leave the space blank. Do the same thing for the endnote continuation separator (this shows up as a second line under the headers of pages subsequent to the first notes page).

F. Check headers for correct format, but **especially important**, double click on each one and make sure it does **not** have "Same as Previous" at the top. If it does, switch that off in the header dialogue box (this can really mess up the headers when the papers are assembled in a single file).

G. Protect end notes: set **View → Normal; View → Footnotes**; place the cursor in notes; right click, click on **Notes Options**; in the dialogue box set: **End Notes – End of Section; Numbering : Restart each section; Apply changes to : Whole document**. The last setting may not matter, but the first two are essential to keep notes with the paper they belong to..

H. Please use a file name that includes the author's name, not just the title. Doing this makes it much easier for editors to track the work in progress. For example: **myers e6.doc**.

### **Part Three: For Editors of Themed Volumes**

#### 23. Introduction

- If you are the editor of a volume of chapters, you will need to write an Introduction.
- Ideally, the Introduction should make reference to
  - a) the origins of the material - how and why this collection materials came together
  - b) the significance of the material
  - c) the coherence of and links between the materials included

#### 24. Sections/Parts

- If the book is comprised of Sections or Parts, no chapter numbers should be used. Instead, each Section should have an opening page in the following style:

Part I (or II, or III, or IV as appropriate). Centred. 12 point

Insert Line Space

Section Title. Centred. 12 point

- No page numbering or headers/running headers should appear on Section or Part pages.

#### 25. Contents

- The Contents page will take the following format;
  - a) Heading: Contents. 12 point. Centred.
  - b) Listing of any preliminary materials - Preface, Foreword, List of Abbreviations
  - c) Listing of Parts. Bold
  - d) Listing of Chapters
  - e) Listing of end materials - Index, Notes of Contributors

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<b>PART 1</b>	<b>Title of the First Part</b>	
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	<i>Author</i>	
	Title of the Second Chapter in the Themed Volume	21
	<i>Author</i>	
<b>PART 2</b>	<b>Title of the Second Part</b>	
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	<i>Author</i>	

Title of the Fourth Chapter in the Themed Volume <i>Author</i>	75
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Editors are responsible for delivering to me a camera-ready copy of the manuscript. I must have;

- a copy of the manuscript sent to me electronically in a single file. This must be in either Word, WordPerfect or Open Office
- a hard copy of the manuscript sent to: Dr Rob Fisher, Inter-Disciplinary.Net, Priory House, 149B Wroslyn Road, Freeland, Oxfordshire. OX29 8HR

I will then add the series material and series introductory blurb, and prepare the manuscript for .pdf transmission to the publisher.

From the point the manuscript reaches me, it will take one month for me to do what is necessary. At the point it reaches Rodopi, it will take 5 months (guaranteed) to appear on the shelves of 'all good bookshops!'