

Political Perspectives - Style and Formatting Guidelines

1. General notes:

- Manuscripts should be submitted using our Google Form in Word or RTF formats.
- To ensure anonymity, the author's or authors' name (s) should not appear upon the manuscript.
- Articles should be 6,000 to 10,000 words in length including footnotes references.
- Research notes, commentaries and shorter articles should be between 2,000 to 4,000 words including footnotes and references
- Academic blog posts and book/paper reviews should be of 1,000 to 1,500 words
- All article manuscripts should contain an abstract of not more than 250 words.
- Make sure to write in an accessible and concise prose, in the active voice. Avoid excessive use of jargon. Use gender-neutral language.
- For anything not covered in these guidelines, please get in touch with us political.perspectives.uom@gmail.com

2. Formatting:

- Double-space text in Calibri or Arial, except for quotes of five lines or more which should be indented on both sides and single-spaced.
- 11-point font
- Number the pages
- Up to two levels of subheadings may be used. These should be flush to the left and capitalization should be restricted to the first word and any proper nouns.
- Footnotes should be kept to a minimum and only be used to expand or comment upon points in the main body of the text.
- When quoting directly, single quotation marks should be used. Any quotations over four lines in length should remove their quotation marks and be indented (0.5 of an inch at both the left and right margins).
- Use [square brackets] for alterations of direct quotes, explanations, translation of foreign terms, or corrections.
- Tables and illustrations should be submitted in the text. Graph and diagrams (illustrations) must be in a form suitable for reproduction without retouching
- Include a bibliography formatted in the Harvard style at the end of your article.

3. Spelling guidance:

- Political Perspectives follows spelling as set out by the Oxford English Dictionary. Use -ize for verbal endings (e.g. realize), unless they correctly end in -ise (e.g. advertise, exercise). Note the spelling for analyse (English spelling) is preferred.
- For non-English words, use indigenous spelling wherever possible.
- Punctuation/Spacing: Single space only after all punctuation (full points, commas, colons, semi-colons, closing parenthesis). Initials should be spaced: A. J. Smith not A.J.Smith.
- Abbreviations and acronyms: they should be spelled out at first occurrence and referred to in their abbreviated form from then onwards.
- Use full points after abbreviations (e.g., i.e., etc.) but not after units of measurement or contractions (kg vols eds).
- Use minimum capitalisation for all headings; i.e., only use capitals for the first letter and proper nouns ('The title of the article' not 'The Title of the Article').
- Numbers: spell out numbers (whether ordinal or cardinal) below 100, round numbers and at the beginning of sentences. Exceptions: a series of numbers appearing close together; numbers giving exact measurements or with abbreviated units of measurement such as 7 kg, 15.8mm; phrases involving hundreds, thousands, millions, etc. where round numbers are given (e.g. two hundred, fifteen thousand); per cent (not percent); use % only in tables;
- Dates: use the style, January 7, 1958. Use 1930s, not thirties, 30s or '30s.

4. Referencing

Political Perspectives uses the Harvard referencing system. In this system, references in the body of the text are placed between parentheses and contain the last name of the author (with initial only if you refer to different authors who happen to have the same last name), a comma and the year of publication (suffixed with 'a' or 'b' or 'c' if that author has published in the same year more than one piece of work which you want to refer to), and then a colon and the pages to which you are referring. For example: (Smith, 1994: 35-6).

- If you refer to more than one work at the same time, enclose all the references within the same parentheses and separate each reference from the next by a semi-colon. For example: (Smith, 1994: 35-6; Webb, 1995: 301).
- References in the bibliography should be listed alphabetically by the author's name(s). The name of the author is followed by his or her initials, a full stop and then the date of publication. The entry then continues with different formats depending upon whether the contribution is a book, an article or a chapter in an edited collection.

Please see below for examples:

Books:

Johannsen, R. W. 1973. Stephen A. Douglas. New York: Oxford University Press.

Trundle, R. C. Jr. 1994. Ancient Greek Philosophy. Aldershot: Avebury.

Journal articles:

Webb, P. D. 1995. "Are British Political Parties in Decline?," Party Politics 1: 299-322.

Agassi, J. 1998. "Knowledge Personal or Social," Philosophy of the Social Sciences 28 (4): 522-51.

Chapters in an edited volume/collection:

Dunleavy, P. 1994. "The Political Parties," in P. Dunleavy, A. Gamble, I.

Holliday, and G. Peele, eds., Developments in British Politics 4th edition. London: Macmillan, pp. 123-53.

Edwards, P. 1998. "The Future of Ethics," in Oliver Leaman, ed., The Future of Philosophy. London: Routledge, pp. 41-61.

Internet sources:

Parrott, S. 1998. "Welfare Recipients Who Find Jobs: What Do We Know about Their Employment and Earnings?," <http://www.cbpp.org/11-16-98wel.htm>, pp. 1-43. Accessed June 4, 2005

When Bibliography lists more than one source for the same author from same year:

Bowler, S, and D. Farrell. 1995a. "A British PR Election Testing STV with London's Voters," Representation, 32, pp. 90-94.

Bowler, S, and D. Farrell. 1995b. "The Organizing of the European Parliament: Committees, Specialization, and Coordination," British Journal of Political Science, 25, pp. 219-43.

Towell, P. 1995a, "Rebellious House Republicans Help Crush Defence Bill," Congressional Quarterly, 30 Sept., pp. 3013-16.

Towell, P. 1995b, "Congress Clears Defence Bill," Congressional Quarterly, 18 Nov., p. 3550.

Date: September 2021