

**Surrey Undergraduate Research Journal  
(SURJ)**

**Style Guide**

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## **Introduction**

This Style Guide is intended to provide essential information for Authors, Reviewers, Copy-editors and Proofreaders on the 'house' style requirements of manuscripts submitted to be published in SURJ. The main aim of this guide is to ensure that there is consistency across all manuscripts within the journal.

Authors may find that the SURJ style is different from the presentation and referencing styles that you have been expected to adhere to within your studies thus far. However, as consistency in style across the journal is vital for the Journal's publication, we ask that you adhere to this style as far as possible. If you need help or support with formatting your manuscript to the SURJ style, please contact the Editorial Team at [surjournal@surrey.ac.uk](mailto:surjournal@surrey.ac.uk), who will be happy to assist you with this.

We hope that you find this guide useful when writing or reviewing manuscripts. Where a particular matter is not covered by the SURJ Style Guide, please get in touch with the Editorial Team for further advice.

The Editorial Team

SURJ

## **General Submission Guidance and Formatting**

- **Word count:** manuscripts should be 2,000 – 5,000 words in length (including abstract and keywords, but excluding title page, references and appendices).
- **Language:** English (U.K.).
- **Cover page:** The manuscript should contain all relevant information about the Author including the following: title, full name, faculty, department, address, telephone number and email address on the first page of the manuscript.
- **Manuscript order/structure:** Please see the document 'Writing for SURJ' available at: <http://www.surrey.ac.uk/library/learning/undergraduatejournal/index.htm>
- **Abstract:** An abstract<sup>1</sup> of 150-200 words should be submitted with all manuscripts. (This word count is included in the overall word count.)
- **Keywords:** Alongside the Abstract, the Author should also identify approximately 5 keywords for indexing purposes.
- **Author anonymity:** The Author must ensure that their name or information that could identify them as the Author must be excluded from the entire manuscript except in the Title Page. (This is to ensure anonymity in the peer review process.)
- **Submission file type:** All manuscripts should be submitted as a Word document.
- **Font:** Arial size 11 point.
- **Line spacing:** Submissions should be 1.5 spaced.
- **Spacing between paragraphs:** Paragraphs should be separated from one another using a space and should not be indented.
- **Page margins:** Page margins should be 2.5cm all around.
- **Page numbers:** Start at 1, centre aligned at the bottom of the page.
- **Headings and sub-headings:** These should appear on separate lines and should be left aligned. Please do not use numbering in your headings. Up to three levels of headings may be used in the text if required. All headings should be left aligned. First-level headings should be 11 point Arial and bold. Second-level headings should be 11 point Arial, bold and italicised. Third-level headings should ideally be avoided where possible, but if they are absolutely necessary, should be 11 point Arial and italicised (not in bold).

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<sup>1</sup> Authors can receive guidance and training on writing an abstract through 1:1 guidance and workshops from Academic Skills and Development.

- Presentation of data extracts and quotations: Quotations (the Author's own data OR data from secondary research/references) or data extracts (e.g. interview/observational data) that exceed 3 lines should be in italics, indented from the body of the text, and not in speech marks. If a quotation/ data extract is shorter than three lines, then it should remain in the body of the text in single quotation marks.
- Referencing system: Please adopt the Harvard referencing system for the manuscript. It is possible to negotiate alternative referencing systems for Special Editions of the SURJ, but this exception must be agreed by the Editorial Team. We appreciate that not all Authors will be familiar with Harvard; however, this is the chosen style for the Journal. If you require support with referencing, please contact the Editorial Team, who can assist student Authors with this process. Please see the section on 'Useful Links' in this document for more information on referencing.
- Referring to your own work: Please refer to your work as an 'article' (i.e. do not call it a paper, an essay, a dissertation, a report, etc.).
- Alignment of the manuscript: All text in the manuscript should be 'justified' (as opposed to left or centre aligned), including the quotations and reference list, etc. Images, tables and graphs should be centre aligned.

## **Special Text Formatting**

- **Emphasis:** Use italics rather than underlining for emphasis.
- **Spacing after punctuation:** a single space should be used after a full stop, comma, colon or semicolon.
- **Quotation marks:** Use single quotation marks for quoted material within the text; double quotation marks should only be used for quotes within quotes.
- **Presentation of numbers:** Zero to nine should be written, while numbers from 10 onwards should be written as figures, unless the sentence begins with a number of 10 or over. However, use numerals for measurements (e.g. 6 cm) and ages (e.g. 9 years old). If using decimal figures, please use two decimal places.
- **Presentation of dates and time:** Set out dates as follows: 9 July 1990. When referring to a time period e.g. 1990s – do not spell it out .When referring to a century, spell it out, e.g. nineteenth century (not 19 century). Use the 12-hour clock for time, e.g. 3pm or 5:45am, and refer to 12 noon or 12 midnight.
- **Acronyms and initials:** The first time you use an acronym or initials, you need to write the title or name in full followed by its acronym/initials. For example, World Health Organisation (WHO) – do this without full stops, e.g. W.H.O. After that, you can just use the acronym.

## Formatting Non –Textual Material

- Formatting non-textual material: Tables, graphs, maps, images, etc. should be sized accordingly, centre formatted and contained in the correct place in the text.
  - Tables: Give each table a number and a title, and type a caption **above** the table (font: Arial, 11 point, indented), e.g. '**Table 1.** Presenting visuals'.
  - Other types of visuals: Refer to them as Figures. Give each figure a number and a title, and type a caption **beneath** the material (font: Arial, 11 point, indented), e.g. '**Figure 1.** Presenting visuals'.

If the non-textual material that you are using has been taken from another source, the caption should also contain, in the next line after the title, the reference to that source, e.g.

**Table 1.** Presenting Visuals.

Source: Smith (2015).

- Images: Images are best formatted as JPEG so that they can be resized as required.
- Other: Please note that we are aware that you will want to make your manuscript look professional and as well-presented as possible. However, please do not be too concerned about precise formatting of non-textual materials, as they may be subject to editorial changes, and will be published appropriately in the final publication.
- Permissions and Copyright: If you have used non-textual materials in your article, please ensure that you have obtained the necessary permissions for reproducing photographs, maps, tables, etc. before submitting them with your manuscript. Please contact the Editorial team if you have any queries or need guidance with Copyright, or check the 'Information for Authors' section on the website for information about Copyright.
- Non-textual material belonging to the Author: If a piece of non-textual material belongs to you, then you can publish it within your manuscript. However, in the case of photographs, if applicable, please ensure that consent has been granted by any person(s) within the photo before submitting it.

## Useful Links

- When writing your manuscript, student Authors may find that they require certain information skills support in areas such as referencing, academic integrity and plagiarism, and literature searching. For more details about support via Learning Development Librarians and for online resources available at the University of Surrey, follow the link below:

<https://www.surrey.ac.uk/academic-skills-and-development>

- For information about Copyright, please visit the University website:

<http://www.surrey.ac.uk/library/learning/information skills/copyright/>

- Student Authors may also require support and guidance with academic skills that can enhance their abilities in writing for publication, including academic and critical writing, report writing, literature reviews, research methods and other aspects related to research and writing. For more details about support via Learning Development Advisers and for resources available from Academic Skills and Development, follow the link below:

<https://www.surrey.ac.uk/academic-skills-and-development>

- For any other information about SURJ, please go to the Journal's page on the Library website at:

<http://www.surrey.ac.uk/library/learning/undergraduatejournal/index.htm>

and the Journal's homepage at:

<https://surj.surrey.ac.uk/>

or email us at [surjournal@surrey.ac.uk](mailto:surjournal@surrey.ac.uk).