Style Guide

(1st Edition – November 2014)
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Introduction

This Style Guide is intended to provide essential information for Authors, Reviewers, Copy Editors and Proof Readers for 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 to 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 Journals 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’s style, please contact the Editorial team at 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 mater 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, keywords; but excluding title page, references, appendices)
- **Language:** English (U.K)
- **Cover Page:** The manuscript should contain all relevant information about the Author including: 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’
- **Abstract:** An abstract¹ 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.
- **Line Spacing:** Submissions should be 1.5 spaced
- **Spacing between paragraphs:** Paragraphs should be separated from one another using a space and not indented.
- **Page Margins:** Page margins should be 2.5cm all round
- **Headings and sub-headings:** These should appear on separate lines and 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: 11 point Arial, bold and italicised. Third-level headings should ideally be avoided where possible, but if they are absolutely necessary: 11 point Arial and italicised (not in bold).
- **Presentation of data extracts and quotations:** Quotations (the Authors own data OR from secondary research/references) or data extracts (e.g. interview/observational data) that exceeds 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.

¹ Authors can receive guidance and training from SPLASH on writing an abstract through 1:1 guidance and workshops
• **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 for 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 about referencing guidance.
• **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, report, etc.).
• **Page numbers:** Start at 1, centre aligned at the bottom of the page.
• **Font:** Arial size 11 point
• **Alignment of the manuscript:** All text in the manuscript should be 'justified' (in opposed to left or centre aligned); including the quotations and reference list etc. Images, tables and graphs should be centre aligned.
Special Text Formatting

- **Spacing after punctuation:** a single space should be used after a full stop, comma, colon or semi-colon.
- **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 – don’t 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 and inserting non-textual material:** Tables, graphs, maps, images etc. should be sized accordingly, centre formatted and contained in the correct place in the text. For example, insert a line-space, insert your material and type a caption beneath the material (font: Arial, 11 point), insert another line and continue writing the manuscript text.

- **Images:** Images are best as a JPEG format 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 well-presented as possible. However, please don’t 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, table’s 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. A caption should be placed under each piece of material with details about the source (e.g. ‘Source: Joe Blogg’s collection of fashion photographs’) to ensure that you’re acknowledging sources correctly. At the end of your manuscript you should include a list of illustrations together with the source information, e.g. ‘photo reproduced with the kind permission of Joe Blogg’s.’

- **Non-textual material belonging to the Author:** If a piece of non-textual material (such as a photograph) 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. If including your own non-textual materials please include a relevant description/title for the material, stating that it is from “the authors own collection” – or something to this effect.
Useful Links

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

  http://www.surrey.ac.uk/library/learning/informationskills/

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

  http://www.surrey.ac.uk/library/learning/informationskills/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 writing. For more details about support via Student Learning Advisors and other resources available at SPLASH within The University of Surrey, follow the link below:

  http://www.surrey.ac.uk/library/learning/academicskills/

- For any other additional information about SURJ, please go to the Journal's homepage:

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