***The Political Quarterly*: editorial style**

Authors should aim above all for consistency and adopt the main elements of the style. Authors may find it useful to refer to recently published *PQ* articles as a guide.

### Length

### Maximum 5,000 words (excluding footnotes) including abstract of approx. 150 words and up to six keywords. Please also include at the end of the article a short biographical note and any acknowledgement/s.

### Formatting

Submissions should be sent as an email attachment in Microsoft Word, OpenOffice or .rtf formats. Please do not add elaborate formatting—we have to strip it all out during editing and typesetting.

### Footnotes (NOT endnotes)

*Notes should contain bibliographical information only* and must not be substantive notes containing commentary or other subsidiary information. Please use as few notes as possible, and certainly *no more than twenty*. This reflects *PQ*’s ethos of publishing jargon free articles in plain English. If you submit an article with more than twenty footnotes, the editors normally ask you to reduce the number or will make cuts themselves, or may even reject the article. Book reviews should *not* contain any footnotes.

Set out notes double-spaced, numbered 1, 2, 3 etc. Please place footnotes at the end of sentences. Where there is more than one reference within a sentence, they should be combined into a composite footnote, with each reference separated by a semi-colon.

**For books or other free-standing publications:** author, including forename(s) or initials(s) first, full title of work, place of publication, name of publisher, date of publication. For example:

N. Author, *Title of Book* [cap. initials], Place, Publisher, 2003, pp. 00–0.

N. Author, ‘Title of chapter’ [lower case initials], in X. Editor, ed., *Title of Book* [cap. initials], Place, Publisher, 2004, pp. 000–00.

N. Editor, ed., *Title of Collection*, Place, Publisher, 2005.

**For periodical articles:** full name of author, title of article, title of periodical, year of publication, page numbers of article, web address/URL. For example:

N. Author, ‘Title of article [lower case initials]’, *Journal Title in Full* [cap. initials], vol. 00, no. 0, 2004, pp. 000–00.

**For information accessed via websites:** Please do not simply provide the URL as your reference, i.e. provide author/title/publisher/date etc. before the URL.

## **Other types of reference** such as parliamentary reports, references to speeches or verbal statements should be referenced as follows:

John Prescott, *Today* programme, BBC Radio 4, 28 November 2008.

*House of Commons Debates*, 5th ser. vol. xxx, cols 000–00. [Subsequent refs: HC Deb., etc.]

### **Second and subsequent references to a work.** For a repetition of all and only the immediately previous note, use ibid. (with different page number if needed). Otherwise use the short title system – i.e. surname of author and abbreviated title. Please do not use op. cit, loc. cit. or similar.

### Subheadings

Subheadings within articles should be short. Three to five main subheadings are usually sufficient for an article of average length (approx. 5000 words).

### Tables, charts and figures

Please keep to a minimum and use only when absolutely essential to the discussion. Charts/figures will appear in print in black and white, so bear this in mind with shading, patterns and so on.

### Numbers, quantities, dates

One to ninety-nine spelt out, 100 upwards in numerals, *unless* numbers are being used in a ‘data’ rather than a ‘wordy’ context, in which case one to ten spelt out is likely to be more appropriate; also:

* 1 per cent, 12 per cent, 90 per cent (only use % in tables) all ages over 12 in numerals
* 5 km; 20 miles; 4 million, $10 billion, 30,000
* Age spans in numbers, i.e. 18–24 age group (using alt 0150 for the n dash)
* nineteenth century

### Capitalisation, spelling, hyphenation, punctuation

* Please use British English spellings, i.e. not English (US) spelling, except where US spelling is used in direct quotes/book or article titles etc.
* Single quotation marks (‘thus’) throughout, and restrict the use of double quotation marks (“thus”) to quotations within quotations.
* Reserve initial capitals for proper nouns and formal titles, or where their use is necessary to avoid a genuine ambiguity.
* Hyphens should be used only to combine words (compounds such as ‘well-being’ and ‘advanced-level’) and to separate numbers that are not inclusive (e.g. phone numbers).
* Use the em dash (alt 0151) to create a strong break in the structure of a sentence.
* En dashes (alt 0150) are used for number spans, such as when referencing page numbers and ages (as above).
* Use three spaced points for ellipses, not the Microsoft ellipsis character (…) or equivalent.