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. For reports and surveys, the maximum should be 3,000 (but no less than 2,000).

Policy on the use of AI

All submissions to *Political Quarterly* must abide by our policy on the use of generative AI technologies. The use of AI is not forbidden but is strictly restricted in order to ensure that every article we publish is a work of original authorship, an essential component of the editorial mission of *PQ*. All authors should consult the below rules before drafting, and they must declare any usage of AI upon submission to *PQ*.

AI is completely prohibited for conceptualizing, outlining, drafting, and generating text. AI tools can be used to correct grammatical mistakes and for very limited translations (restricted to isolated words or phrases) but should not be used for general translation or copyediting.

All citations and factual claims are the author's responsibility and must be checked manually by the author. AI use is permitted to assist the author in data analysis and visualisation, but again the author must take full responsibility for the accuracy of the data in their submission. Violations of these precepts, evidenced in hallucinated references or data, would be grounds for rejection.

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 normally contain bibliographical information only and must not be substantive notes containing commentary or other subsidiary information. Generally, there should be no more than about twenty footnotes, but the editors may make exceptions if absolutely necessary. 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, name of publisher, date of publication. For example:

N. Author, *Title of Book* [cap. initials], Publisher, 2003, pp. 00–0.
N. Author, 'Title of chapter' [lower case initials], in X. Editor, ed., *Title of Book* [cap. initials], Publisher, 2004, pp. 000–00.
N. Editor, ed., *Title of Collection*, Publisher, 2005.

For periodical articles: full name of author, title of article, title of periodical, year of publication, page numbers of article:

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/social media: Please do not provide the URL as your reference (as PQ, in common with many other publications, no longer provides URLs in footnotes). Instead, provide author/title/publisher and date, i.e. sufficient information for readers to access the site via a web search.

Please do not footnote social media (X, Facebook and so on) citations. Instead, provide account/username and date of the post in brackets within the text, immediately after the quote.

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.

To reference sources from **The National Archives (UK)**, you should follow a standard archival citation structure consisting of the item description, exact document date, catalogue reference, repository, and location. Always use The National Archives' unique alphanumeric identifiers (e.g., ADM 22/405) exactly as they appear in the Discovery Catalogue. For example:

'Memorandum on Civil Defence', 25 June 1940, CAB 68/5/1, Cabinet Office Records, The National Archives, Kew, UK.

The National Archives became responsible for caring for and providing access to the **Parliamentary Archives**' collections in 2025. Cite these in the same way as other records held by The National Archives. For example:

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

For more info., see: https://www.nationalarchives.gov.uk/help-with-your-research/discovery-help/citing-records-national-archives/

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.

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