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## Editorial Stylesheet for Alternate Horizons Writing Platform

### General guidelines

- We are currently only accepting submissions written in English.
- For all pieces, non-discriminatory language is mandatory.
- Sexist or racist terms must not be used.
- Articles submitted should not exceed 1,500 words and authors should include a bibliography at the end.
- All authors must also please include their full names. Please note that this will be displayed on the public article.

### General style rules

- **Headings:** Use sentence case and mark them in bold.
- **Font size:** Use Arial 12 font, justified text with 1.5-line spacing option.
- **Quotes:** Use single quotation marks for quoted materials or direct speech. If three lines or more (more than 40 words) please indent and italicise the quote.
- **NOTE:** citations at end of the article are not italicised. (Also, citation to come after closing full stop of quote.)

### Referencing

The Alternate Horizons Platform uses the Harvard-style author–date referencing system, which has two parts:

- In-text citations: (Author(s) surname(s) Year) / (Author(s) surname(s) Year: page number of direct quote)

Example: (Wilson 2019)

## Reference list

- Alphabetise the list of references by author's surname, and consistently to use either initials or full given names.
- All author surnames and names/initials must be included in the full reference, regardless of the number of authors. Do not use et al. in the reference list.
- References with multiple co-authors must have the authors' names in the same order that they appear in the source.
- If the name of the author is not available, use the organisation, company or websites name as a corporate author.
- Works by a single author are listed chronologically before those he or she wrote in collaboration with others. Joint works are arranged alphabetically by second author.
- If you are using a 1991 edition of a 1923 work, you should have the author, original date in square brackets and then the present date.

*For example:* Bloggs, J. [1923] 1991.

- The 3-em dash (———.) replaces the name of the author for successive works by the same person.

*For example:*

Bloggs, A.B. 1996.

———. 1997.

Bloggs, A.B. and Jones, P.C. 1988.

Bloggs, A.B. and Kings, A.C. 1987.

———. 1991.

- For two or more works by the same author published in the same year, alphabetise the entries by title. Add the letters a, b, and so on immediately after the date,

*For example:*

Bloggs, A.B. 1988a.

Bloggs, A.B. 1988b.

- Alphabetise titles on the first significant word, disregarding the articles 'a', 'an' and 'the'.

## Reference list formats for different types of publications

### Books

#### Books with a single author

Surname, Initials. Year of publication. *Title*. Place of publication: Publisher.

Brandt, D. 2004. *Literacy in American lives*. Cambridge: Cambridge University Press.

#### Books with multiple authors

Surname, Initials., Surname, Initials. and Surname, Initials. Year of publication. *Title*. Place of publication: Publisher.

Brandt, D., Samuels, K., and Johnson, T.K. 2012. *Silly in Sunshine*. Oxford: Oxford University Press.

#### Books with a single editor

Surname, Initials. (ed.). Year of publication. *Title*. Place of publication: Publisher

Keene, E. (ed.). 1988. *Natural language*. Cambridge: Cambridge University Press.

#### Books with multiple editors

Surname, Initials., Surname, Initials., and Surname, Initials. (eds). Year of publication. *Title*. Place of publication: Publisher.

Rivkin, J. and Ryan, M. (eds). 2004. *An anthology of literary theory*. 2nd ed. Maiden, MA: Blackwell.

#### Chapter in a book

Surname, Initials. (of chapter author). Year of publication. Chapter title. In: *Book title* (of book) edited by Initials. Surname. Place of publication: Publisher. Page range of chapter.

Marlowe, R.D. and Epstein, J. 1989. The Way We Were. In: *A History of Jacksonville*, edited by A.J. Brown. New York: Harper Collins.

### Journal articles

#### Hardcopy journal article

Surname, Initials. Date of publication. Article title (in sentence case, not italicised). *Journal title* (in title case, italicised), Volume(Issue):page range.

Zucker, T. 1992. The Finer Points of English Usage. *Linguistic Inquiry*, 5(1): 197–209.

#### Online journal article

Surname, Initials. Date of publication. Article title (in sentence case, not italicised). *Journal title* (in title case, italicised), Volume(Issue):page range. [Online]. Available at:

URL of the article. (Accessed: the date you accessed/downloaded the article)

Salemi, M.K. Teaching economic literacy: Why, what and how. *International Review of Economics Education*, 4(2):46-57. Available at: <https://www.economicsnetwork.ac.uk/iree/v4n2/salemi.htm>. (Accessed: 20 June 2017)

### **Online sources**

Authorship or source. Year last updated. *Title of website or page*. [Online]. Available at:

Website URL. (Accessed: date you accessed the website)

United Nations Department of Public Information. 2001. *At the Crossroads of Gender and Racial Discrimination*. <http://www.un.org/ucar/e-kit/gender.htm>. (Accessed on 29 July)

### **Unpublished material**

Surname, Initials. Year. Title of document. Type of document. Organisation. Place.

Jones, K. 1989. *The Veld and Flora of the Free State*. Ph.D. thesis, Department of Agriculture, University of Natal, Pietermaritzburg.

King, R. 2002. *Making the Right Deals: The South African Landless Movement*. Paper prepared for the Pan African Programme on Land and Resource Rights, Nairobi, Kenya, 18–20 November.