

IJCS STYLE GUIDE

Titles and sub-headings must be kept short (maximum 50 characters) to accommodate our house style both on our contents page and the running heads within the body of the article. The editor reserves the right to alter titles in consultation with the author.

Spelling and Punctuation British rather than US spellings and punctuation should be used. Use -ise -isa-; for example, civilise, civilisation rather than civilize or civilization. Commas and periods *inside* closing quote marks only if quotation is a full sentence starting with a capital letter. For example:

It declared that “Cultural usage shall have the weight of the law.”
“Cultural usage”, it declared, “shall have the weight of the law.”
It declared that cultural usage “shall have the weight of the law”.

Quote marks ‘Single’ quote marks are used for thoughts and “double” quote marks for speech, quotations and titles of articles in footnotes. Quotations within quotations have single quote marks inside, for example, “he described the scene as ‘totally unworkable’”.

Numbers from one to twelve should be in words, thereafter figures: 13+; 1,000; 1 million; 1 percent; 121–9. Always use figures for units of measurement or percentages.

Acronyms and abbreviations should be spelled out the first time they are introduced within the text or references, with the abbreviated version alongside in parenthesis. Thereafter the acronym can be used in its abbreviated form. For example, International Journal of Cuban Studies (IJCS). Do not use full stops in the acronyms or abbreviations (for example, US not U.S., Dr not Dr., eds not eds.) except contractions (as opposed to abbreviations just indicated) such as ed. (for editor), vol. (for volume).

En rules used in number spans (unspaced), parenthetical dash (spaced), and forms such as Iran–Iraq war.

Initials should not be used in bibliographical entries for first names, but rather the name. If used in the text they should be unspaced – A.N. Author.

Use italics for foreign words not in common usage (see *Oxford Manual of Style* for guidance on this); titles of published books, journals, long poems, plays, films, operas, works of art, and TV and radio programmes; for emphasis (do not use caps or bold for emphasis), but use sparingly; for parties in legal case references: for example, *Regina v. Smith*. Do *not* use italics for place names or organisations even if they contain foreign words that would otherwise be in italics.

Footnotes should be not be excessive in number or length. They should be marked clearly in superscript in the text at a point of punctuation.

Currency Ensure it is clear what currency is being quoted. It is often helpful to give the equivalent US\$, euro or £ sterling in brackets if quoting local currencies.

Parochialisms should be avoided. Instead of “in our country” write “in United Kingdom”.