

# Guidelines for journal authors



## Contents

<b>Originality of article statement</b> .....	2
<b>Authorship and author consent policy</b> .....	2
<b>Submissions</b> .....	2
<b>Anonymisation</b> .....	3
<b>Formatting</b> .....	3
<b>Referencing style</b> .....	4
Books.....	5
Journal article.....	5
Website .....	5
<b>House style</b> .....	6
<b>Revisions</b> .....	7

## Originality of article statement

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## Authorship and author consent policy

All listed authors must have made a significant contribution to the article in the manuscript and have approved all its claims. Authors are required to include an authorship statement in their manuscript to outline how each author contributed to the paper, after any acknowledgements in the article. For journals operating a double blind peer-review process, this information should be removed from the main manuscript file for peer review.

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- drafted the work or revised it critically for important intellectual content; **AND**
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For suspected and incorrect authorship, UCL Press journals will refer to the UCL description of authorship misconduct as outlined [here](#) and follow [COPE guidelines](#).

## Submissions

All manuscript text should be Times New Roman 12-point font and be double spaced.

### Covering letter:

Covering letters are welcome to be submitted with the manuscript for the Editors reference. Should you wish to provide one, please briefly summarise your manuscript, its findings, major themes, relevant discussion points and any disclosures including conflicts of interest the Editor should be aware of.

### File size and formatting:

Please submit your manuscript main text/body as Microsoft word (DOC, DOCX). Images and tables can be included in the main manuscript file, but will be requested as separate files if accepted for publication. Any supplementary material should be submitted as separate files and referenced in the main text, or designated for review purposes only (including clarifying this in your covering letter to the Editor if relevant.) No one single file should exceed 20 Mb, should you require submitting a file exceeding this size, please contact the journal Editors for further advice.

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## Guidelines for journal authors

### English language

All publications are in English (UK). In order to facilitate rigorous and high quality peer-review, all manuscripts should be submitted to a high and coherent level of English language. Should you require help when writing your manuscript, a native English language colleague may be well suited to help edit the level of English language in the manuscript. You may also want to consider using a professional English language editing service to improve the level of English language.

Please note that by using professional English language editing services does not guarantee manuscript acceptance in the journal, and you may be charged for these services.

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UCL Press encourage authors to make all datasets and materials on which the conclusions of the manuscript rely to be publicly available as either in publically open repositories (where available and appropriate) or presented in the main paper or additional supporting files, in machine-readable format (such as spread sheets rather than PDFs) whenever possible.

UCL Press journal authors are encouraged to follow the FAIR data principles - to make data Findable, Accessible, Interoperable, and Re-usable. Further information and guidance on these principles are outlined at <https://www.force11.org/group/fairgroup/fairprinciples>

## Anonymisation

### Double blind peer review

Author submitting to journals operating double blind peer review, where both the reviewers and authors are anonymised during review, should, in addition to the main manuscript word file as described above, also submit an anonymised version of the manuscript, stripped of all identifying references to the author(s) for peer review.

Authors should submit the manuscript as:

1. The complete manuscript not blinded, as a word file (.doc/.docx, etc.) and;
2. An anonymous PDF version of the manuscript, stripped of all identifying references to the author(s) for peer review (anonymisation includes references to authors, acknowledgements, self references, and any electronic author identification., etc.) Manuscripts may be returned before peer review if manuscripts are not sufficiently blinded.

## Formatting

Please prepare your manuscript under the following bold headings, unless specifically stated otherwise on the journal webpage and submission information:

### Title page (non-blinded version)

Include the full title, the full names of contributing authors including their institutions/affiliation and address, and their institutional email address (including ORCID ID's). The corresponding author should also be identified.

## Guidelines for journal authors

### Abstract

Present the abstract as an overview of your article (up to 250 words), giving a summary of the contents and major themes. (Note that this will ultimately be used by search engines, and it will form part of the meta-data that will be seen first by people searching your article.)

### Keywords

Please list up to 10 keyword terms that accurately reflect the article.

### Main body of text

Please refer to article type descriptions on preparing the main body of text.

### List of abbreviations

If any abbreviations have been used, please define and list them accordingly under this heading.

### Notes

Use endnotes, not footnotes, for any additional notes and information. These appear at the end of the main text, before References. All notes should be used only where crucial clarifying information needs to be conveyed.

### Funding

All sources of funding for the research reported should be declared, including any project codes.

### Acknowledgements

The Acknowledgements heading mentions everyone whose contribution to the work you wish to recognise. Those that contributed to the paper but are not listed as authors can be acknowledged here.

### Declarations and conflict of interests

Clearly state the following in the article:

- Authors must declare any and all possible conflicts of interests and competing interests that may relate to the submitted manuscript, including all financial and non-financial competing interests. Where there are no conflicts of interests or competing interests, authors must clearly declare this under the same heading. For further information, please refer to the journal's [Editorial Policy](#)
- Ethics or institutional review board approval of research statement (where applicable)
- Consent for publication (where applicable)  
All manuscripts that involve humans including any images, videos, and any other personal and identifiable information, authors must have secured a signed and dated informed consent to publication form before submitting to the journal, and a statement declaring this must be included in the manuscript. Authors also declare that any and all relevant informed consent to publication and declaration forms are freely made available to the Editor(s) upon request.

### References/bibliography

A full references list should contain all the sources cited in the text.

## Referencing style

All references should follow the [Notes-Bibliography System \(NB\) of the Chicago Manual of Style, 17<sup>th</sup> edition](#). The NB system of documentation presents bibliographic information in a reference list; notes should be excluded from the reference list and made available as endnotes. The following are examples of citations, for more details and many more examples, see the [Chicago Manual of Style](#).

**Important note:** Please include the DOI for each referenced work as a full working link, for example:

Eichsteller, G., Cameron, C. 'Editorial'. *International Journal of Social Pedagogy*, 2017, 6 (1), pp.1–5.  
<https://doi.org/10.14324/111.444.ijsp.2017.v6.1.001>

## Guidelines for journal authors

### Books

#### *One author:*

Pollan, Michael. *The Omnivore's Dilemma: A Natural History of Four Meals*. New York: Penguin, 2006.

#### *Two or more authors:*

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.

#### *Editor, translator, or compiler instead of author:*

Lattimore, Richmond, trans. *The Iliad of Homer*. Chicago: University of Chicago Press, 1951.

#### *Editor, translator, or compiler in addition to author:*

García Márquez, Gabriel. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape, 1988.

#### *Chapter or other part of a book:*

Kelly, John D. "Seeing Red: Mao Fetishism, Pax Americana, and the Moral Economy of War." In *Anthropology and Global Counterinsurgency*, edited by John D. Kelly, Beatrice Jauregui, Sean T. Mitchell, and Jeremy Walton, 67–83. Chicago: University of Chicago Press, 2010.

#### *Preface, foreword, introduction, or similar part of a book:*

Rieger, James. Introduction to *Frankenstein; or, The Modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press, 1982.

### Journal article

#### *Article in a print journal:*

In a note, list the specific page numbers consulted, if any. In the bibliography, list the page range for the whole article.

Weinstein, Joshua I. "The Market in Plato's Republic." *Classical Philology* 104 (2009): 439–58.

#### *Article in an online journal:*

Include a DOI (Digital Object Identifier) if the journal lists one. A DOI is a permanent ID that, when appended to <http://dx.doi.org/> in the address bar of an Internet browser, will lead to the source. If no DOI is available, list a URL.

Kossinets, Gueorgi, and Duncan J. Watts. "Origins of Homophily in an Evolving Social Network." *American Journal of Sociology* 115 (2009): 405–50. Accessed February 28, 2010. doi:10.1086/599247.

#### *Article in a newspaper or popular magazine:*

If you consulted the article online, include a URL.

Stolberg, Sheryl Gay, and Robert Pear. "Wary Centrists Posing Challenge in Health Care Vote." *New York Times*, February 27, 2010. <http://www.nytimes.com/2010/02/28/us/politics/28health.html>.

#### *Paper presented at a meeting or conference:*

Adelman, Rachel. "'Such Stuff as Dreams Are Made On': God's Footstool in the Aramaic Targumim and Midrashic Tradition." Paper presented at the annual meeting for the Society of Biblical Literature, New Orleans, Louisiana, November 21–24, 2009.

### Website

Because such content is subject to change, include an access date or, if available, a date that the site was last modified.

McDonald's Corporation. "McDonald's Happy Meal Toy Safety Facts." Accessed July 19, 2008. <http://www.mcdonalds.com/corp/about/factsheets.html>.

## House style

### Spelling

- Authors should consistently adopt British spelling conventions (except in quotations from other sources, where the spelling convention of the original should be retained, or where stipulated specifically in by the journal – for example World Health Organization).

### Punctuation

- Systems should consistently follow British conventions (except in quotations from other sources, where the punctuation convention of the original should be retained). British style uses single inverted commas, except for quotations within quotations (which have double inverted commas).
- Punctuation should follow closing inverted commas (except for grammatically complete sentences beginning with a capital).
- Punctuation should precede closing quotation marks (except for dashes, colons and semicolons, unless these are part of the quoted matter).

### Hyphenation

- Please consult the Oxford English Dictionary (OED) for guidance. Hyphenation must be used consistently throughout your text.

### Contractions and abbreviations

- If you need to use them please write in full at the first appearance with the abbreviation in brackets. You may repeat an abbreviation if it reappears later in your article.
- Abbreviations are usually expressed without full stops, e.g. GNP, USA, PhD
- British style contractions will have no full points (e.g. Mr, St, edn), though abbreviated words, which do not end with their final letter, will (e.g. vol., vols., ed., eds.)

### Capitalisation

- Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.

### Numbers and dates

- Spell out numbers up to but not including 10.
- Elide numbers to minimum digits, e.g. 233-4; dates, e.g. 1993-4. Do not elide in titles and headings.
- Centuries should be written as words not numbers, e.g. eighteenth century. Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece.
- Dates as British usage: 18 August 2015.

### Quotations

- Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations.
- Indent quotations of more than 50 words.
- Quotations should remain exactly as they are in the original.

### Acceptable language

Please be sensitive in use of terms that might cause offence or be interpreted as racist or sexist; for example, avoid gender-specific pronouns where possible.

## Revisions

Should your manuscript be requested for revision to raise the acceptability for publication in the journal, please ensure that you follow below points when revising your manuscript and responding to peer review comments.

Please provide your timely revisions along with a response letter to any reviewer reports, within the specified revision period to the handling Editor.

- You should aim to address all points raised by the editor and reviewers, preferably sequentially and in a bullet point list.
- Outline what revisions you made to your manuscript in your response letter.
- Where applicable, perform any additional analyses or experiments the reviewers recommend (unless you feel that they would not make your paper better; if this is the case, explain why in your response letter).
- Provide a polite objective rebuttal to any points or comments you disagree with.

Clearly show and/or highlight the revisions you have made in the text. This can be accommodated by making use of either a different colour text, highlighting the text, or by using Microsoft Word's Track Changes function.