

2023-24 STRAND STYLE GUIDELINES FOR PAPER AND POSTERS

Length

Papers must not exceed 5000 words in length (2000 words for Posters), excluding abstract, figures and references.

Short biography

Send a short biography of the authors of up to 50 words in a separate document.

Legal bit

In a separate document send a signed declaration stating that your manuscript is the original work and has never been copyrighted and/or published in its submitted form.

File format

Papers should be submitted as a .doc .docx or .rtf attachment by email to info@strand.rs.

Please do not send zipped files or files in PDF format.

Page

Set the page to A4 with margins of 2.5 cm all around. Please do not insert headers, footers, or page numbers. All text should be in a single column.

Font

Calibri font 10 pt with single line spacing for all texts, including title, authors' names, headings, body text, figures, and references.

Title

Insert the title of the paper in bold, left-aligned, at the top of the first page only.

Author name and Affiliation

On the following line, place the names of the author(s), excluding degrees or qualifications. Where all authors are with the same affiliation, use the following format:

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Abstract

Insert an abstract of up to 500 words. Include up to 6 keywords.

Body text

For body text, use Calibri 10 point, single-spaced and fully justified. Please use normal capitalisation within the text. Bulleted or numbered lists are permitted. Figures and tables must have titles. Insert images as picture files (.gif .jpg .bmp .png). Please avoid using footnotes. Endnotes are not permitted.

Headings

All headings should use initial capitals only (except Acronyms). Use the following numbering convention:

- 1 Heading 1
- 1.1 Heading 2
- 1.1.1 Heading 3

Acknowledgements

If applicable, insert acknowledgements just before the references.

References

References should follow the Harvard referencing style, meaning that primary references in the text should be in the format (Foucault 1994) and listed at the end of the paper as follows:

Foucault, M. (1994). *The Order of Things: An Archaeology of the Human Sciences*. New York: Vintage Press

