



Cardiff Humanities Research Institute

Sefydliad Ymchwil Dyniaethau Caerdydd

Research Papers in the Humanities

Submission Notes and Style Guide

Submission.

Papers for the Research Papers in the Humanities series should be sent as a Microsoft Word document or an rtf file to Rebecca Blackwell (blackwellrm@cardiff.ac.uk), with a copy to Geoffrey Samuel (samuelg@cardiff.ac.uk).

Material for the series should be of a standard appropriate for publication in a reputable academic journal in the relevant field. Proposed papers should be approved prior to submission by your Head of School or School Director of Research, who should write separately to Rebecca and Geoffrey to confirm that he or she has read the paper and that it is of a suitable standard for inclusion within the series.

In addition, please provide an abstract of approximately 100 words, and up to five key words indicating the subject area and topic. These will be displayed on the website, to facilitate searching.

Style guide:

Font: Use Times New Roman, 14 point (notes and references at 12 point). If you need a Unicode font, we recommend the Times Roman look-alike SIL Doulos, which is in the public domain (<http://scripts.sil.org/DoulosSILfont>).

Margins: Use the Word default settings, top and bottom 2.54 cm (1 in), left and right 3.17 cm (1.25 in). The body of the text should be justified.

Spacing: Single spaced throughout. Pagination should be in the top right hand corner throughout, except on title page, contents etc.

Referencing: authors should use one of the standard systems in the Humanities or Social Sciences. You are welcome to make your own choices regarding other formatting and style issues, but feel free to contact Rebecca or Geoffrey for advice or assistance.

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