

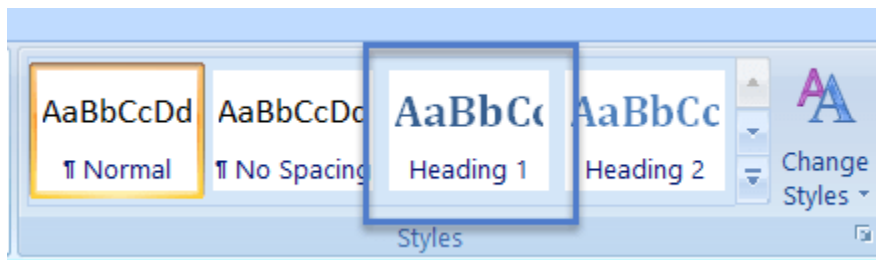
## Style guide

### *Spelling and font*

British spelling is to be used throughout. Please use Times New Roman 12 pt. font and 1.5 line spacing.

### *Headings*

The headings option on Microsoft Word should be used to clearly distinguish between different levels of headings. However, it is advised to not exceed 3 such levels, in the interest of clarity.



### *Tables and figures*

All tables and figures should be captioned below in bold font, and numbered consecutively in Roman numbers. The source of each figure and table should be produced underneath the caption, in accordance with the author date style (please refer our citation guide for more information).

### *Values*

Values less than 10 should be written, and any value equal to or greater than 10 should appear numerically.

**Ex: The survey questionnaire was administered among 500 respondents dispersed across nine districts.**

#### *Non-English terms*

Non-English terms are to be italicised throughout. English meaning of such terms is to be given in the first instance. 'et al.' is to also be italicised. The use of this phrase should be reserved for sources that list three or more authors.

#### *Abbreviations*

Abbreviations have to be presented in their full form in the first instance.

#### *Use of quotation and punctuation marks*

Double quotes are to be used when reproducing sources verbatim.

**Ex: According to Harris, "society today is ...."**

In the case of quotes within quotes, two sets of double quotes should be used.

**Ex: Benjamin Fraser holds that "there is a continuity of what Habermas has called "bourgeois public sphere"."**

Single quotes are to be used for emphasis only.

**Ex: The 'marketable skills' narrative...**

Full stop to appear after quotes if only part of a longer quote is reproduced.

**Ex: I am referring to Marx's idea of "commodity fetishism".**

All other instances, full stop is to appear before the close of quotation marks.

**Ex: According to Rogers, "there is a historical specificity to these ideas."**