

Frontpage Publications Limited

Style-Sheet

Manuscript Preparation

Language: English (UK)

The content language will be English (UK) with English (UK) spellings.

Example: labour, and NOT labor, neighbour and NOT neighbor, colour and NOT color; Please use 's' in place of 'z'; example: recognise, and NOT recognize, analyse, and NOT analyze

Tables and figures in separate JPEG (high resolution, ideally 720+ /MS Word/Xlsx documents as attachments

Font: Garamond

Size:

Title: 16 (all caps, bold)

Sub-headings

Level-1 (principal or primary): 14 bold A/c

Level-2 (secondary): 13 bold u/l

Level-3 (tertiary): 12 bold italic u/l

Normal Text: 12, words other than English in italics

Footnote: 10

Line spacing: 2 Indented matter/block quotations

Format: Left aligned, and NOT justified, with ample left margin and without hyphenation.

Acronyms and Abbreviations should be explained when appears first.

EU, USA, UK, USSR having no full stop are easily understood.

Numbers higher than ten should be in figures (e.g. five, eight, ten, but 11, 99, 100); the % sign is used in place of 'percent' (0.3%, 3%, 30%).

Gender-neutrality: Frontpage encourages gender-neutral language as far as possible, and discards colloquialisms, especially if linked to a particular national culture.

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Text-referencing

Single author

Adams, Robert McCormick, *Paths of Fire: An Anthropologist's Inquiry into Western Technology*, Princeton University Press, Princeton, 1996
(Adams 1996)

Single author having multiple works in different years
(Adams 1996; 2006; 2016)

Single author having multiple works in the same year
(Adams 2016A; 2016B; 2016C)

Two or more authors

McCullough, Michael E, Pargament, Kenneth I & Thoresen, Carl E, *Forgiveness: Theory, Research and Practice*, Guilford Press, New York, 1999
(McCullough, Pargament and Thoresen 1999)

Edited book

Hilton, R H (ed.), *The Transition from Feudalism to Capitalism*, New Left Books, London, 1976

Translated (compiled or edited) book

Julio Cortazar, *Cronopios and Famas*, Translated by Paul Blackburn, Random House, Pantheon Books, New York, 1969

Forewords and Introductions

Nodj Namsorg, *Foreword to The Psychodynamics of Chronic Stress*, by Salvador Mensana, Isadore O'Malley and Son, New York, 1990

Chapter in edited book

Spinner-Halev, Jeff, 'Cultural Pluralism and Partial Citizenship' in Joppke, C & Lukes, S (eds.), *Multicultural Questions*, Oxford University Press, Oxford, 1999, pp.65-86

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Organisation as authors

Amnesty International, Public Statement, AI Index: ASA 20/020/2005 (Public), News Service No: 115, 4 May 2005

Translations

Jacques Derrida, *Writing and Difference*, Translated by Alan Bass, University of Chicago Press, Chicago, 1978. Originally published as *L'écriture et la différence* (Editions du Seuil, Paris, 1967)

Journals

Niskanen, William A, 'Economists and Politicians', *Journal of Policy Analysis and Management*, 186, Vol. 5, No. 2, pp.234-244

Quotations: As for quotations, onus is on the author(s) for the accuracy as well as for obtaining the permission to quote, especially the longer quotes exceeding 40 words. Frontpage uses 'single' quotation marks; "double" quotation marks would be applicable only for 'quotations "within" quotations' and the longer quotes (exceeding 40 words) should be indented without any quotation mark in 11 pt size.

Footnotes/Endnotes: In printed text, only endnotes will appear; author(s) would insert superscripted figures as endnotes by using the function in MS Word.

In subsequent notes, 'ibid.' and 'op.cit.' need to be avoided.

Page numbers will appear as p.33 or pp.33-39.

In citing reference of any website, the URL with retrieval date(s) will be mentioned.

Biographical statement: In printed text, the bio-sketch of the contributors may be published; the biographical statement, to be submitted by the author(s), need to be brief (not exceeding 50 words) which should include present position and institutional affiliation, particulars of the highest academic degree obtained, present research interest, current position in a professional society/organisation, if any, and the particulars of the recent (co-)authored or edited publications.

Figures, Tables, and Exhibits having Arabic numerals with short, descriptive captions should be sent on separate pages in JPG (high resolution, ideally 720+)/MS Word/Xlsx documents as attachments.