

Abdou Filali-Ansary Occasional Papers

Style Guide for Authors

Each Working Paper should include

Title

Subtitle (optional)

Author name(s)

Brief contact details (affiliation & email and indication of corresponding author)

Abstract (200 words maximum)

Keywords (Maximum six in total)

Acknowledgements (optional)

Main Text

Please use Georgia 11 pt, multiple line space 1.08, justified, 8 pts. between paragraphs.

Paper Sections

Section text should start on a new line.

Example of a Top Level Heading (Georgia 11 pt. bold. Use initial capitals).

Example of a sublevel heading (Georgia 11 pt. bold. No capitals).

Example of a sub-sublevel heading (Georgia 11 pt. italics. No capitals)

Tables and Figures

Tables and figures should be good quality and of high resolution.

Titles and captions of tables and figures should be in Georgia 11 pt. No capitals.

Please do not use smaller fonts in complex expressions, except for superscripts and subscripts.

Be aware of copyright, especially of maps. Authors may be requested to supply proof of permission using our [copyright permission form](#).

Numbers

Numbers up to nine should be spelled out in full unless paired or grouped, or when with a unit of measurement (including percentages).

Avoid starting a sentence with a numeral – please spell out. Spell out simple fractions with a hyphen (e.g. three-quarters).

Numbers less than one should have a zero before the point: ‘no blind points’, e.g. 0.5 (not .5).

Insert commas for thousands and tens of thousands e.g. 1,000 and 10,000.

Note: ‘10 years old’, but ‘a 10-year-old’. ‘In their seventies’ and ‘in her thirtieth year’. All numbers in tables should be in numerals.

Prefer year spans are contracted, e.g. 1975–6, 1914–16. (Note use of en-dash.)

Dates to be presented consistently. For example, ‘4 July 1999’ or ‘July 4, 1999’.

Please use % not ‘percent’ or ‘per cent’.

Punctuation

Commas

A, B and C or A, B, and C (serial comma). Both are acceptable but non-/use of the serial comma should be consistent.

Dashes

In text, use spaced en-dashes for dashes.

Hyphens

If needed, please refer to *The Chicago Manual of Style* for guidance on hyphenated compound words and prefixes that do not require a hyphen.

Quotes and extracts

Use double quote marks with single within. Punctuation, spelling, and grammar within extracts are to be treated extremely sensitively. Pull out extracts from the text if they are longer than forty words. Displaced extracts should not be surrounded by quote marks unless reporting conversation.

Italics

Use italics for emphasis very sparingly. If introducing a new term, bolding the term is preferred. It is not necessary to italicize a priori, e.g., et al., i.e., or vs.

Bibliography and Citation Style

- You may use any recognised bibliography or citation style.
- The most important thing is to use one style consistently throughout your paper.
- If in doubt, we can suggest a preferred style and will provide guidance on how to use it.

Spelling

Either UK or US spelling is acceptable – but should remain consistent throughout the paper.

Additional recommendations

If using Microsoft Word, please be certain that the language is set to either English (UK) or English (US) for the entire document before running your spelling and grammar checks.