

Style Guide for “Narrating the Multispecies World”, edited by Michaela Fenske.

Please write your contribution in Word, Times New Roman, 12 point, line spacing 1.0, with ragged margin, in British English.

Use the Oxford English Dictionary as a guide to British English spelling. Note that many words which used to be written ending in “-ise” now end in “ize”.

Footnotes should be automatically generated with consecutive Arabic numerals (no endnotes) and used sparingly. Text in footnotes should be in Times New Roman, 10 point. Footnote numbers should be placed after punctuation in the main text.

Writing

Attention should be paid to non-discriminatory, especially gender-sensitive, language use.

The use of the plural non-gender-specific pronoun is helpful here.

Examples: “Each participant wrote their name on the paper.” “I asked the worker what they would like for lunch.” “The zoo keeper helped themselves to a banana.”

Gender-neutral spellings can also be produced by using general forms (e.g. recipients, household members, people, radio fans, participants).

The use of “persons” as a plural of “person” is archaic and should be restricted to legal writing. “People” is normally the correct word to use as a plural for “person”.

The serial comma (Oxford comma) is not used: “this, that and the other”.

The en dash should be used in sentences: “The essay – first published in 1960 – addresses this question” The en dash should also be used instead of ‘to’ in ranges of numbers: 10–15 %. 5.6–8.2 m.

Italics should be used for emphasis and titles of books, journals and periodicals, webpages, films and videos.

The abbreviation “e.g.” is only used within parentheses and is written in full in the main body of the text. Neither “e.g.” nor “i.e.” are followed by a comma.

In British English, the word following the colon is in lower case unless it is normally capitalized for some other reason, as with proper nouns and acronyms. British English also capitalizes a new sentence introduced by colon’s segmental use (e.g. to introduce dialogue).

Throughout the text. Abbreviations in academic/scientific manuscripts are used when there are three or more mentions subsequent to the initial explanatory one. The abbreviation should be written in full at first use, followed by the abbreviation in parentheses. An abbreviation is not used as the first word of a sentence in English; either the abbreviation is written in full or the order of the words are changed so that the abbreviation does not begin the sentence.

Acronyms should be written so: USA, UK, UN.

Numbers

Numbers from zero to ten should be written in letters (unless followed by an abbreviated unit of measurement, e.g. 10 kg, 5 %). There should be a small space between the number and the abbreviated unit of measurement or percentage symbol.

The month is written in full for dates in the body of the text: 10 July 2020.

Centuries are abbreviated: 20th century.

Decades are written as a four-digit sequence with an 's' appended: 1980s.

Numbers spans should be in full: 136–139.

Quotations

Verbatim quotations from sources or literature must be set in typographical quotation marks “...”.

Use single quotation marks only for quotations within quotations ‘...’.

Omissions in quotations are set in square brackets with three full stops [...].

Quotations of more than three lines should be indented (the same size font as the rest of the text), separated from the rest of the text by a space before and after the quotation, and ended with a full stop followed by the in-text reference without a full stop at the end.

Literature references in running text

Citations in parentheses are inserted directly into the running text.

The parentheses should include the name of the author, year of publication and the relevant page number(s). The page number is not normally written when the publication is in a journal.

In the case of three or more authors, only the first author is written and “et al.” (not in italics) indicates the other authors.

Examples: (Schmidt 2004: 102), (Böll and Wallraff 1977: 18–19), (Fritsch et al. 2005: 15–17).

Multiple in-text references are separated by semi-colons and placed in alphabetical order.

Examples: (Böll and Wallraff 1977; Coleman 2004, 2005; Cyrano 2004; Fritsch et al. 1998; Schmidt 2004).

Full pages numbers should be used within in-text references (Smith 2007: 54–55) separated by an en dash (and not “f.” or “ff.” after the first page number).

Please avoid using ‘cf.’ and ‘see’ within the parentheses at the beginning of the in-text reference.

All in-text references should be listed in the Bibliography and all items in the Bibliography should be used as in-text references.

Bibliography

The bibliography must include the first and last names of all authors.

The entries in the bibliography should be in alphabetical order, and publications with the same first authors should be ordered as follows:

Seifert, Arno 2000.

Seifert, Arno 2002.

Seifert, Arno, and John Andrews 1999.

Seifert, Arno, and Eric Schmidt 2008.

Seifert, Arno, Eric Schmidt and Horst Engel 2001.

The first and last name of all authors should be included.

Examples of entries in Bibliography

N.B. It is important that all Internet links should begin with <https://>. Doi links should not have “<” and “>” around them.

Book

Ridley, Donald 2001. *Help in Times of Trouble*. London: Sage Publications.

Ridley, Donald, and Tricia Smith 2003. *Looking for Godot*. Hoboken, NJ: Wiley.

Ridley, Donald, Trica Smith and George Jones 2021. *The Animal Code*. Oxford: Oxford University Press.

Edited Book

Gentleman, Gaby (ed.) 2000. *Too Few, Too Late*. Cambridge, UK: Cambridge University Press.

Hurling, Brian, and Frank Bellow (eds) 2022. *The Art of Looking*. Princeton, NJ: Princeton University Press.

E-Books

Parboteeah, Kristin, and Peter Erikssen 2017. *Business Ethics*. [e-book] Hoboken, NJ: Taylor & Francis. Available at: ARU Library Website < <https://library.aru.ac.uk/> > [Accessed 8 August 2019].

Chapter in a Book

Pellet, Harald 2020. Sustainable architectural design and housing. In: *Cityscapes* (3rd ed.), edited by Mary Green, Artur Holbein and Grit Sabling. London: Sage Publications, 22–36.

Journal Articles.

Keitsch, Henri 2019. A fox among the chickens. *Nature* 20(3), 13–24.
<https://doi.org/10.1353/con.1998.0016>

E-journal Articles

Zorach, R. 2012. Regarding art and art history. *The Art Bulletin*, [e-journal] 94(4), 23–28.
Available at: <<https://www.tandfonline.com/toc/rcab20/current>> [Accessed 8 August 2019].

Newspaper, Magazine or Periodical Article (online)

Müller, Petra 2018. Gardens in peril. *The Guardian*, 24 April. Online. Available at:
<<https://www.theguardian.com/uk-news>> [Accessed 10 October 2021].

Conference Paper.

Brown, Jasper 2005. Characterizing the 3D mesostructured of high performance concrete by computed tomography. *Proceedings of RILEM Spring Convention and Sustainable Materials, Systems and Structures Conference*, Rovinj, Croatia, 20–22 March 2019, 176–184.

Dissertation

Chastain, Evadne 2000. Making the most of molecules. Dissertation PhD. Department of Organic Chemistry, Bayreuth University.

Internet link.

HSE: Health and Safety Executive 2018. *How to Organise Focus Groups*. [pdf] Available at:
<<http://www.hse.gov.uk/stress/standards/pdfs/focusgroups.pdf>> [Accessed 21 June 2019]

In the case of literature not written in English, please translate the title into English within square brackets “[]” after the main title.