

## **SUBMISSIONS STYLE GUIDE FOR UNMEDIATED**

### **Title, short title and abstract**

If you are submitting a long-form article, please provide a fully descriptive article title of not more than 50 words and an abstract of not more than 300 words. For all other submissions a title is sufficient.

### **Spelling**

We are happy to use either UK or US spelling so long as spelling is consistent throughout the article.

### **Quotations**

For quotations in the text single quote marks should be used, reserving double quotation marks only for quotes within quotes. Indent any quotations over 30-40 words in length, and remove quotation marks (no *italics*).

### **Headings**

Please use no more than three levels of headings. Do not number headings or paragraphs. Try to make sure that two levels of headings are not used next to each other without text in between.

**[HEADING 1: capital letters, bold, 12p]**

**[Heading 2: bold, 11p]**

*[Heading 3: italic 11p]*

### **Lay-out**

Use 1.5 spacing, Arial font, size 11, for text, titles and in-text citations.

### **Tables and figures**

Relevant tables and figures should be placed in the text. Each table and figure should be numbered, have a heading, and a note on sources. Please refer to the table and figure in the text. Please note that inclusion of tables and figures should be kept to a minimum, and only where it is deemed absolutely necessary.

### **Notes**



