

## IDA Working Paper Series

### Guidelines for Authors

#### PUBLICATION GUIDELINES

##### Overview

The main objective of the *Ideology and Discourse Analysis Working Paper Series* is to disseminate academic papers that represent work-in-progress in the field of ideology and discourse analysis. It provides an early and relatively fast means of publication prior to further development of the work.

The *Series* publishes work exploring issues in political theory from a critical perspective rooted in a post-foundational world view. Taking their cue from new interdisciplinary theories of discourse, power, and ideology, papers in the series wrestle with important ontological, epistemological, and methodological themes in political philosophy, theory, and empirical research. Drawing on post-marxism, post-structuralism, psychoanalysis, and post-analytical philosophy, among others, the *IDA Working Paper Series* seeks to draw out the critical and radical democratic potential of post-foundationalism.

*Managing Editor:* Jason Glynos (ljglyn[at]essex.ac.uk)

*Executive Editors:* Jason Glynos, David Howarth, Aletta Norval

The Managing and Executive Editors are supported by a team of Assistant Editors and an International Advisory Board.

##### Pre-publication status

The researcher must guarantee that the he/she is the sole author of the work; and that the work is original.

Articles should not be simultaneously submitted to other Working Papers series, or similar publications. However, authors may submit their article simultaneously either to peer-reviewed journals or as a chapter in an edited book.

It is the researcher's responsibility to obtain permission for all copyrighted illustrations, by writing to the publisher of the book in which the quoted material appears. This includes photographs, figures and maps. The IDA World Network declines any responsibilities for researcher's failure to comply with this obligation.

### **Submission Guidelines and Typescript**

The author will deliver the work in accordance with the style guidelines (below). Authors must submit an electronic copy by e-mail to the Managing Editor, preferably in Word (.doc) file format.

### **Review Process**

All works submitted will be anonymously and confidentially peer-reviewed. The work can be accepted, rejected or returned to the author with recommendations and revisions, both in terms of content and style.

### **Copyright and Reserved Rights**

The copyright of the work will be in the name of the researcher. Formal errors and opinions expressed in the paper are the responsibility of the authors. Authors accept that the IDA World Network reserves the right to publish and distribute their article, specifically as an online publication (.pdf file).

### **Publication**

The work will be published as part of the IDA Working Paper series under an assigned ISSN number. All papers will be published in pdf format on the internet, and will be downloadable free of charge from the IDA World website. The IDA World Network may use the researcher's name and biographical information in connection with the advertising and promotion of the work.

### **Title Page**

The title page should include:

- (1) Title of paper and subtitle (if it has any);
- (2) Author or authors' name(s); institutional affiliation; contact details (such as permanent address, e-mail, personal web page, telephone/fax numbers);
- (3) An abstract no longer than 300 words;
- (4) A list of up to six keywords.

## HOUSE STYLE

This section provides brief guidelines on style. Please try to follow these guidelines as closely as possible when preparing your article for submission.

### Typescript

*Page format:* A4 format (21 x 29.7 cm).

*Margins:* top, bottom, left and right, 2.5 cm; header and footer, 1.7 cm.

*Font:* Times New Roman, 12 points (Body Text); Times New Roman, 10 points (Endnotes & Bibliography).

*Text Alignment:* justified without indentation or hyphenation.

*Line spacing:* single line spacing; paragraphs should be separated by a carriage return.

### Section Headings

Use the level heading system shown below. A maximum of three level headings is recommended.

1st level: Left aligned, font bold, 12 points and all caps. **FIRST LEVEL EXAMPLE**

2nd level: Left aligned, font bold, 12 points and with a capital letter starting every new word. **Second Level Example**

3rd level: Left aligned, font italics (not bold), 12 points and with a capital letter starting every new word. This) *Third Level Example*

### Quotation marks

Always use single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes, e.g. ‘Edward found the trappings of “royalty” hung heavily.’

### Spelling

We prefer spellings to conform to the new edition of the *Concise Oxford English Dictionary*, but will accept alternatives provided they are consistent.

### Italic

Use italic for titles of books, plays, films, long poems, newspapers, journals (but not for articles in journals), ships.

Italic type for emphasis should be used only sparingly. Bold should not be used for emphasis.

### **Abbreviations**

Full stops should be used after abbreviations (p., Ch.) but not after contractions or in acronyms: Dr, St, Mr, BBC, UNESCO, USA.

Note especially:

ed. eds

vol. vols

Ch. Chs

but the exception:

no. nos.

### **Numerals**

Spell out numbers under 10. Use numerals for measurements, e.g. 12 km, and ages, e.g. 10 years old.

You should use numerals for percentages in the text but spell out 'per cent', e.g. 24 per cent. The percentage sign (%) should be used only in tables and figures.

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

Use minimum numbers for number spans except in 'teens', e.g. 25–8, 136–42, 150–1, but 12–16.

Make sure you use the numeral keys on your keyboard for 1 (one) and 0 (zero) and not a lowercase 'l' or an upper case 'O'.

### **Dates**

Set dates out as follows: '8 July 1995', 'on 8 July', 'on the 8th'; '1990s' (not spelt out, no apostrophe); 'nineteenth century' (not 19th century); '1995–7', '1914–18'.

### **He/she**

Avoid the use of 'he' (when he or she is meant) wherever possible, either through the use of 'they' or by repeating the noun.

### **Capitalization**

Keep the use of capitals to a minimum. Use lower case for government, church, state, party, volume, and so on, unless a specific one is named, e.g. the Labour Party, the Conservative Government.

## **NOTES AND REFERENCES**

### **Notes**

Place all notes at the end of the article, after the bibliography. Begin numbering the notes from 1. When preparing your text on disk use the endnote function.

Note indicators in the text should appear outside the punctuation, thus,<sup>4</sup> except for closing parentheses when the note is part of the parenthetical matter.

Restrict notes to explanatory statements that develop an idea or expand a quotation, where to do so in the text would disturb the balance. When giving references please use the Harvard (author/date) system.

### **The Harvard reference system**

To use the Harvard system, you cite the author's surname, the year of publication and the page reference immediately after the quoted material, e.g. 'Many composers ... have attempted to return to this state of childhood grace' (Swanwick 1988: 56). With this system it is essential that the bibliography lists every work cited by you in the text.

Where there are two or more works by one author in the same year, distinguish them as 1988a, 1988b, etc.

Type bibliographic entries in this order: author, initials, date, title, place of publication, publisher (see below for a sample bibliography).

Citations in the text for online material should include the surname(s) of the author(s), or the name of the 'authoring' organization, and the document date or date of last revision (which may require the date and month as well as the year).

## BIBLIOGRAPHY

Type the bibliography entries in the following style:

Jaeger, J.C. and Cook, N.G.W. (1979) *Fundamentals of Rock Mechanics*, 3rd edn,  
London: Chapman & Hall.

Each entry must contain full publication details; do not use op. cit. or short titles referring to other entries in the bibliography.

Make sure the bibliography is in strict alphabetical order. Entries starting with M', Mc and Mac should all be ordered as though spelt as Mac.

Please ensure that you check dates carefully for consistency with text references.

The order of entries for one author with others should be:

- 1) Books and articles by a single author in date order. There is no need to repeat the author's name.
- 2) Titles by the author written with one other person, arranged alphabetically by second author and then by date.
- 3) Titles by the author with two or more others in order of date, as these will all be cited as, for example: Argyle *et al.* (1988) in the text. Check whether any of the entries need to be distinguished by using 1988a, 1988b, etc.

Two authors with the same surname usually need their initials when cited in the text for clarity.

The bibliography example below shows how to deal with sources such as unpublished theses **(1)**; articles reprinted in collections **(2)**; works which have been published in different editions **(3)**; translated works: short **(4)** and long **(5)** references; and papers given to conferences **(6)**. Type book and journal titles in italic; main words should have initial capitals but subtitles should be lower case.

Do not use bold to highlight any elements of the entry.

Type article and chapter titles with essential capitals only and in single quotation marks.

If you are using law reports, parliamentary papers, etc., please be especially careful to make them consistent. For government reports use the name of the government department if there is no obvious author; do not use HMSO. If you think it will be helpful to the reader, list manuscript sources separately from published works.

### Electronic references

These should appear in the main bibliography and should include additional details as outlined here.

A book, part of a book, a journal, or a journal article which has been published and is also available on the Internet should contain the usual reference details followed by the medium (e.g. Online), what it's available through (e.g. HTTP, Gopher, e-mail) and then the actual electronic address (URL) in angled brackets. Always include the date on which you accessed the information in brackets. For example:

Smith, A. (1997) *Publishing on the Internet*, London: Routledge. Online. Available HTTP: <<http://www.ingress.com/~astanart.pritzker/pritzker.html>> (accessed 4 June 1997).

If the reference is to a book, part of a book, journal or journal article but was published only on the Internet then the entry should be as above but without the place name and publisher.

If the reference is to a message on a discussion board the entry should be: Author (year) 'Subject of message', Title of Discussion List. Online posting. Available e-mail: [listserv@american.edu](mailto:listserv@american.edu) (1 August 1999).

If the reference is to a personal e-mail message, do not give the e-mail address: Author (year) 'Subject of message'. E-mail (30 January 2000).

### Example of bibliography using Harvard system

- Bannan, N. (1995) 'Underground town planning in the UK', unpublished thesis, University of Cambridge. **(1)**
- Beale, A.J. and Collins, C.H. (eds) (1992) *Safety in Industrial Microbiology and Biotechnology*, London: Butterworth-Heinemann.
- Betts, P. and Diaz, T. (1991) 'Mediated electro-chemistry: a practical solution to biosensing', in E. Willis (ed.) *Adventures in Biosensors*, London: JAI Press. **(2)**
- Bickley, A.R. (1988) *Septimus Severus: the later years*, London: Hutchinson.
- (forthcoming) *The Roman Town of Calleva*, London: Routledge.
- Bickley, A.R., Cobb, S.L. and Gibbs, L.J. (1984) *The Roman City*, London: Routledge & Kegan Paul.
- Bird, W.R. (1957) 'Differentiation of psychotic from non-psychotic personalities', *International Journal of Psychoanalysis*, 38: 266–75; reprinted in *Second Thoughts* (1967), London: Heinemann; and also in E.B. Spillius (ed.) (1988) *Melanie Klein Today*, vol. 1, London: Routledge. **(3)**
- Birkey, C.W., Maruyama, T. and Fuerst, P. (1993) 'An approach to population and evolution genetic theory for genes in mitochondria and chloroplasts', *Genetics*, 103: 513–27.

- Bisset, G. (1991) *Roman France*, trans.D. Sheldon, London: Batsford. **(4)** Braudel, F. (1949; 2nd edn 1966) *La Méditerranée et le monde méditerranéen à l'époque de Philippe II*; trans. Sian Reynolds (1999) *The Mediterranean and the Mediterranean World in the Age of Philip II*, London: Collins. **(5)**
- Briant, T. 'Roman sites: an eighteenth-century view', paper presented at Oxford Antiquarian Society Conference on Roman sites in Northern Europe, Oxford, January 1998. **(6)**
- Brown, L.M. (1995) *Principles of Biotechnology*, 2nd edn, Cambridge, MA: Harvard University Press.