

Style Guide for PoLAR Authors

All formatting should follow Chicago Manual of Style (CMoS), 16th edition (<http://www.chicagomanualofstyle.org/home.html>), which should be reviewed for styles not mentioned in this style guide. The examples in the following are from the CMoS.

If any formatting queries arise *after an article has been accepted* and final rewrites are being made, prior to final submission, please contact the editors.

1. General Formatting:

- Submit article in Word.
- Use Times New Roman 12 pt. font for abstract, text, block quotes, endnotes, and references.
- Use US English spelling.
- Contractions are allowed in quotes but not in original text.
- Use the Harvard (serial) comma.
- Set margins to be 1.5" on all sides.
- Double-space the entire document, including abstract, text, block quotes, endnotes, and references.
- Add page numbers to all pages, including on the first page. Place as a footer on the bottom right.
- Leave one space, not two, between sentences.
- Left-align all text (abstract, text, block quotes, endnotes, and references). Do not justify text.
- Do not indent the first sentence of paragraphs. All text should start at the left margin.
- Insert an extra line return between paragraphs.
- Use "we," "us," and "our" only to refer to coauthors of the article. Do not use in a global ("royal") way.

2. For Initial and R&R Submissions:

- Blind initial and R&R submissions. Do not include any identifiers, including name or university on the title page.
- Citations to the author's own work should also be blinded (i.e., avoid "in my XYZ article..." but use "in Smith's XYZ article...")
- This can be ignored after an article is accepted.

3. For Accepted Articles Only:

- Author's name and university name are inserted on the upper-left corner of the first page. Author's name is in bold, university name is not bolded but is italicized; do not include department.

John Doe

University of Cambridge

4. Title of article is centered, bolded, and title case on the first page.

Title of Article: Subtitle Follows Title

5. **Abstract** directly follows the title on the first page:
 - Do not title the section.
 - Format with italics.
 - Do not include any citations in the abstract.
 - Foreign terms should be set in roman font to make them distinct.
 - Keep abstract to a 200 word maximum.
 - At the end of the abstract, insert keywords in lowercase, separated by commas, enclosed in square brackets, and set in roman. Do not include “Keywords:” Ex: [asylum, United Kingdom, court system]
 - Use between three and five keywords.
6. **Do not begin the main body of the article with an “Introduction” A-level heading:** the article begins directly after the abstract.
7. **Main-level (A-level) headings** should be roman, bold, left aligned, and title case.

A-Level Headings Are Formatted This Way

8. **Second-level (B-level) headings** should be in italics, left aligned, and title case.
 - Do not use more than two levels of headings (A and B levels).
 - Use at least two B-level headings under any A-level heading.
 - If there’s only one B-level heading under an A-level heading, make it a main-level heading.

Second-Level Headings Appear This Way

Use at Least Two Second-Level Headings under an A-Level Heading

9. **Foreign words in the text**, unlike in the abstract, are italicized and the English translation is in roman in parentheses at first appearance. Ex: *shari’a* (Islamic principles). Subsequent uses of the foreign term are not italicized (shari’a).
10. **Block quotes:**
 1. Quotes of 40 words or more should be set as a block quote.
 2. Indent all block quotes from the left and right margins.
 3. Do not use opening or closing quote marks.
 4. Internal quotes within the block quote use double quote marks.
 5. Where quotations are being compared or otherwise used as entities in themselves, set them all as block quotations, however short.
 6. Place a period at the end of the quote itself, with the citation following in parentheses without a period.
11. **In-text quote with page citation:** Please format with the year and page citation at the end of the sentence. Ex: As Edward Tufte points out, “A graphical element may carry data information and also perform a design function usually left to non-data-ink” (2001, 139).

12. Tables and Figures:

- Tables and figures should be first mentioned within the text, either in a sentence or parenthetical phrase.
- Place “[Insert Figure X/Table X about here]” at the preferred location. Actual placement will depend on layout.
- Tables should be created in Word.
- Figures should be in TIF/EPS format with a resolution of at least 300 dpi for photographs and 600 dpi for line drawings.
- Tables and figures should be submitted as individual documents.

13. Notes (and Endnotes section):

- Insert “**Notes**” heading in bold and centered at the end of the text.
- Use endnotes, not footnotes.
- Insert endnotes using the *Insert* function.
- Acknowledgements (if used) and all endnotes appear under the **Notes** section.
- Insert acknowledgments first, without an endnote number or symbol.
- Any acknowledgement is immediately followed by the endnotes.
- Using the *Insert* endnote function will place the endnotes at the end of the article. However, they should appear in the **Notes** section.
- After the article is written and ready for submission, the endnotes can be moved to the correct location. To move the endnotes from the end of the article, insert a section break at the end of the document and change the endnote setting to “end of section” instead of “end of document.”
 - To insert the section break: Use Insert>Break>Section Break (Next Page). Insert the Section Break after the main text of the document, **not** at the end of the endnotes.
 - To set “end of section”:
 - WinWord 2002 and later versions: Insert>Reference>Footnote. Select the radio button for “Endnotes”; a dropdown list box will appear with two choices: “End of document” and “End of section.” Select “End of section.” If needed, change the setting to restart at each section, instead of continuous numbering.
 - MacWord and WinWord up to Word 2000: Insert>Footnote, click the radio button for Endnotes, click on Options, change the setting from “End of document” to “End of section,” click OK to exit Options, click Close to save the setting change but not insert another note. If you accidentally click OK and insert another note, Control-Z (Mac: Command-Z) will Undo the note insertion but not the setting change.
 - For online instructions, see <http://word.mvps.org/faqs/formatting/FootnoteFAQContent.htm#TextAfterNotes>
- **Citations:**
 - Place in alpha order, not year order. Multiple cites are separated by a semicolon, not a comma. Do not insert a comma between the last name and

- year. Ex: (Armstrong and Malacinski 1989; Beigl 1989; Pickett and White 1985).
- In citations and references with more than one author, spell out “and”; do not use an ampersand.
 - Citations with page numbers are formatted with a space between the comma and page number. Ex. (Smith 1963, 6).
 - Page ranges in citations (and references) are separated by an en-dash, not a hyphen. To find the en-dash, go to the *Insert* menu, select *Symbol* and then *Advanced Symbol* from the pull-down menu; choose “en-dash” from the list, hit *Close*.
 - Elide page numbers. Ex: (Smith 1963, 417–18). For numbers less than one hundred, use all numbers. Ex: (Smith 1963, 72–73) or (Smith 1963, 97–117).
 - **References:**
 - Insert section titled **References Cited** (title case, bolded, and centered). This section immediately follows the “Notes” section.
 - Note order of names (of publications by multiple authors), year placement, capitalization, format of title, and indent of second and following lines.
 - **Single Author** (shown with book example):
Pollan, Michael. 2006. *The Omnivore’s Dilemma: A Natural History of Four Meals*. New York: Penguin.
 - **Up to Three Authors** (shown with partial book example):
Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu. 2008. *Meteors and Mudslides: A Trip through ...*
 - **Four or More Authors:** Include all the authors in the reference list entry; word order and punctuation are the same as for two or three authors. In the text, however, cite only the last name of the first-listed author, followed by et al. (Barnes et al. 2008, 118–19). Et al. is not italicized.
 - **Editor** (shown with book example):
Greenberg, Joel, ed. 2008. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.
 - **Author plus editor or translator:**
García Márquez, Gabriel. 1988. *Love in the Time of Cholera*. Translated by Edith Grossman. London: Cape.
 - **Book, reprint:** Note use of parentheses or square brackets in reference and in citation formatting.
Darwin, Charles. (1859) 1964. *On the Origin of Species*. Facsimile of the first edition, with an introduction by Ernest Mayr. Cambridge, MA: Harvard University Press.
Citation is: (Darwin [1859] 1964)
 - **Chapter in book** (must include a page range):
Gould, Glenn. 1984. “Streisand as Schwarzkopf.” In *The Glenn Gould Reader*, edited by Tim Page, 308–11. New York: Vintage.
 - **Journal.** Note use of quote marks around title, use of italics for journal name; format of volume, issue, and page range.

Blair, Walter. 1977. "Americanized Comic Braggarts." *Critical Inquiry* 4 (2): 331–49.

- **Journal with issue number only (no volume number)**, use "no.":
Meyerovitch, Eva. 1959. "The Gnostic Manuscripts of Upper Egypt." *Diogenes*, no. 25, 84–117.
- **Journal with doi:**
Inclán, María de la Luz. 2008. "From the *¡Ya Basta!* to the *Caracoles*: Zapatista Mobilization under Transitional Conditions." *American Journal of Sociology* 113 (5): 1316–50. doi:10.1086/525508.
- **Journal with URL:**
Whitney, Frank P. 1929. "The Six-Year High School in Cleveland." *School Review* 37 (4): 267–71. <http://www.jstor.org/stable/1078814>.
- Do not insert access dates in references with electronic sources unless no date of publication or revision can be determined from the source. For such undated sources—or for any source that seems likely to change without notice—authors are encouraged, as an additional safeguard, to archive dated copies, either as hard copy or in electronic form.
- **Foreign titles:**
 - The English translation follows the original language title and is enclosed in brackets, without italics or quotation marks.
 - Capitalize the first word of a title or subtitle and any word that would be capitalized in the original language title.
 - For publication information, use commonly used English names for foreign cities: Ex. Munich (*not* München).
 - Capitalize the English translation sentence-style. Ex: Pirumova, Nataliia Mikhailovna. 1977. *Zemskoe liberal'noe dvizhenie: Sotsial'nye korni i evoliutsiia do nachala XX veka* [The zemstvo liberal movement: Its social roots and evolution to the beginning of the twentieth century]. Moscow: Izdatel'stvo "Nauka."
- **Double check the spelling of names and publication year:** Ex: "Smith" in the citation but "Smithe" in the reference. Also make sure that the publication year matches. Ex: Smith 1999 in citation but Smith 1998 in the reference.
- **Double check that all citations** are included in the references and all references are used as citations.
- **Unpublished interviews and personal communications:** *Do not* include in the reference list. In a parenthetical citation, the terms *personal communication* (or *pers. comm.*), *unpublished data*, and the like may be used after the name(s) of the person(s) concerned, following a comma. Ex: (Julie Cantor, pers. comm.)
- **If an original source is unavailable**, and "quoted in" must be resorted to, mention the original author and date in the text, and cite the secondary source in the reference list entry. The text citation would include the words "quoted in."
Ex. In Louis Zukofsky's "Sincerity and Objectification," from the February 1931 issue of *Poetry* magazine (quoted in Costello 1981) . . .

Reference would be:

Costello, Bonnie. 1981. *Marianne Moore: Imaginary Possessions*. Cambridge, MA: Harvard University Press.

- **Italics:**
 - Do not italicize commonly used Latin words and abbreviations: Ex: (ad hoc, et al.)
 - Do not use italics with i.e. (“that is”) or e.g. (“for example”). Insert a comma after the second period. (Ex: i.e.,) Confine usage to parentheses or notes.
- **Numbers:**
 - Spell out one through one hundred, as well as certain round multiples of those numbers.
 - Use digits for numbers 101 and above (*250-page book*).
 - Use number with percent and spell out percent (*50 percent*). Do not repeat the word percent with a range: *With 90–95 percent of the work complete...*
 - Use numbers with ordinals (*103rd place*); format the letters that follow the ordinal without superscript.
 - Plural numbers do not use apostrophes:
 - *Jazz forms that were developed in the 1920s became popular in the 1930s.*
 - *Among the scores were two 240s and three 238s.*
 - Whole numbers using hundred, thousand, hundred thousand, million, and billion are usually spelled out.
 - *A millennium is a period of one thousand years.*
 - *The population of our city is more than two hundred thousand.*
 - *Some forty-seven thousand persons attended the fair.*
 - *The city had grown from three million in 1960 to fourteen million in 1990.*
 - Spell out simple fractions:
 - *She has read three-fourths of the book.*
 - Where many numbers occur within a paragraph or a series of paragraphs, maintain consistency in the immediate context. If using numerals for one of the numbers in a given category, use them for all in that category. In the same sentence or paragraph, however, items in one category may be given as numerals and items in another spelled out
 - *A mixture of buildings—one of 103 stories, five of more than 50, and a dozen of only 3 or 4—has been suggested for the area.*
 - To express fractional quantities in the millions or more, use a mixture of numerals and spelled-out numbers. In the second example, the number fourteen is expressed as a numeral for the sake of consistency.
 - *By the end of the fourteenth century, the population of Britain had probably reached 2.3 million.*
 - *According to some scientists, the universe is between 13.5 and 14 billion years old.*

Spelling and Punctuation:

adverbial phrases (use of *ly*) (no hyphen): *largely irrelevant policy*

age terms: *three-year-old child*, but *three years old*

African American (no hyphen)
Anglo-American (with hyphen)
black (not capitalized)
century, spell out number: *twenty-first century*
compass points: northeast, southwest, east-northeast
decision maker, decision-making body
e-mail (with hyphen)
foreign terms: *a priori* agreement (italicized)
fractions, compound: *a half hour, a half-hour session*
fractions, simple: *one-half*
health care (two words)
nongovernment organization (NGO): spell out at its first occurrence
online (no hyphen)
on-site (with hyphen)
policymaker, policymaking
toward (not towards)
United States (noun) and US (adjective; no periods)
website (one word)
Web page (two words)
white (not capitalized)

Prefixes:

Co: *coauthor* and *coworker* but *co-op* and *co-opt*
Macro: use without hyphen; *macroeconomics*
Mid: *midcentury* but *mid-1990s* and *mid-twentieth century*
Non: *nonevent, nonnegotiable*
Post: *postdoctoral, posttraumatic* but *post-Vietnam*
Pre: *premodern, prewar* but *pre-Columbian*
Re: *reunify* but note difference between *recover* and *re-cover*; *recreation* and *re-creation*
Socio: use without hyphen; *socioeconomic*
Un: *unfunded* but *un-English*