



Guidelines for Paper Submission

Articles should not exceed **3000 words** including endnotes and references.

Layout

Limit the text to two levels at most (Sections and Sub sections) and do not number them. Use the Arial font size 14 for titles and 12 for text.

Illustrations

Illustrations should be referred to within rectangular brackets [fig. 1]. A maximum of 10 images per article are allowed. Please number all tables and figures consecutively. Insert the pictures, tables and maps directly in the word document at the relevant place, according to the text. Use **only jpg format** for all images. Place the picture in line with the text (not square, tight, behind, nor in front of the text). Compress the image resolution to a maximum 300dpi.

All tables and figures (photos) should also be sent separately with a resolution of 300dpi and in .jpg format.

Filename:

Surname_Table_number (e.g. Surname_Table_1.jpg)

Surname_Fig_number (e.g. Surname_Fig_1.jpg)

It is the responsibility of the author to arrange the copyrights and the permission of the pictures. Each author has to provide a written permission for publication of any documents, photographs or other archival sources obtained from copyright holders (public/private institutions or owners), allowing the materials to be published.

Notes

For notes and references use 'insert footnote'.

Bibliography items should be listed alphabetically at the end of the paper.

Please use the following referencing system: Harvard Reference format 1 (author-date)

Punctuation and formatting

Parentheses are used throughout; square brackets are used only to enclose parenthetical material already in parentheses and to enclose an author's comment within a quote, e.g. [sic], [emphasis added].

Quotation marks:

Spelling and punctuation in quoted texts should not be altered. If they are obviously incorrect, insert [sic].

Short quotations should be indicated by single quotation marks, with double quotation marks for quotation material within the quote. A full stop (or other punctuation) follows the reference for the quote, e.g. '... is the most decisive and important'.

Lengthy quotes (over 40 words) should be indented (on both sides) and without quotation marks.

Upper and lower case:

For specific titles use initial caps, for generic titles use lower case:

1. Institutions, movements, denominations, political parties:
the Roman Catholic Church / he has catholic tastes
they were Bolsheviks / bolshevism, communism
2. Titles, ranks:
the President (referring to a particular one) / the Spanish Foreign Minister
a president / several government ministers
3. Geographical names:
Capitalize politically defined or geographically named places, use lower case in all other instances.
the West, the East / western values, eastern culture
South Africa / the south of Scotland

Italics:

Use italics for words from foreign languages. Examples:

Coup d'état / *vis-à-vis* / *Heimat* / ...

Lists: For numbered list please use (1), (2), (3) etc.

Money

For currency use the common symbol or abbreviation – £, US\$, AUD\$, etc. – where the quantity is stated, but not when the unit of currency is being referred to in general terms:

The price of oil rose to US\$25 per barrel.

The US dollar was at an all-time low.

£150m, not millions or mlns.

Other units

1. Where units are referred to in the text in general terms, they should be written out in full; where a specific quantity is used, the abbreviated form of the unit must be used. Always use figures with the abbreviated unit and use abbreviated units wherever possible – in lists of statistics, in tables and line artwork.
2. Do not mix spelt-out numbers and units: 6 cm not six cm.
3. Units and numerals should have a thin space between them, i.e. 100 km, not 100km.
4. Abbreviations of units are the same for singular and plural (do not add an s) and they do not take a full point.
5. Use SI units wherever possible.
6. Where a sentence starts with a specific quantity the number must be written out in full, but if at all possible rework the sentence.

Numbers

1. Spell out numbers one to nine; for numerals 10 and over use figures.
2. Use figures with percentages, with units, in statistical passages, in tables, etc. Numbers, however, should be spelt out at the beginning of a sentence or the

sentence should be rewritten.

3. Spell out and hyphenate one-half, two-thirds, etc.

4. Do not use a comma in thousands but do use one in tens of thousands and above, e.g. 5643, 1298, 14,600, 342,885, 1,000,001.

5. Use the least number of numerals possible in pagination and in dates, e.g. 42-5, 2003-4, 1989-92, 0-1.

6. Use 10-14, 10-11 as these represent single words.

7. Decimal points are never raised off the line. Always include a zero before a point even for probability and correlations where the number is always less than one.

Dates

1. Write out dates as follows: 30 September 2003.

2. Do not use an inverted comma in decades, e.g. 1960s, mid-1930s. Avoid 80s, etc.

3. Spell out centuries and millennia in full, e.g. twentieth century.

Please submit papers to the corresponding person of your session, as well as to the following email:

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