

Routledge Style Guide for Contributors

- 1) Use US spelling if possible (unless you are quoting from a primary source or text which uses British spelling).
- 2) Spell out nineteenth century, twentieth century, etc.
- 3) Numbers under 100 should be spelled out (ninety-nine, seventeen, etc.).
- 4) If you cite material from websites, please include the complete website address, the date accessed, and the title or designation of the page from which the information is drawn.
- 5) The chapter should be formatted in 12 point type (preferably Times), double spaced and include page numbers. The file should be in a format that can be read easily by Microsoft Word. Please title your file "*yournamechapter.doc*"
- 6) Justification of text: Use unjustified mode. Leave the right margin ragged and avoid word divisions and hyphens at the ends of lines. Only insert hard returns at the end of paragraphs or headings.
- 7) Punctuation: Make punctuation consistent. Use a single (not a double) space after a full point, and after commas, colons, semicolons, etc. Do not put a space in front of a question mark, or in front of any other closing quotation mark.
- 8) Initial capitalization: Please keep capitalization to a minimum. When possible, use lower case for government, church, state, party, volume etc.; north, south, etc. are only capitalized if used as part of a recognized place name e.g. Western Australia, South Africa; use lower case for general terms e.g. western France, south-west of Berlin.
- 9) Full points: Use full points after abbreviations (p.m., e.g., i.e., etc.) and contractions where the end of the word is cut (p., ed., ch.). Omit full points in acronyms (HMSO, USA, BBC, NATO, plc), after contractions which end in the last letter of the word (Dr, Mr, St, edn, eds, Ltd) and after metric units (cm, m, km, kg,). Note especially ed. eds; vol. vols; no. nos; ch. chs, etc.
- 10) Footnotes should be kept to a minimum and should be submitted as endnotes.
- 11) Any illustrations (including table and figures) need to be supplied in a separate file. If you are using illustrations that have been previously published you need to seek permission from the original publisher to use them. Please include a written confirmation from the original publisher

along with your chapter submission. This is the same for tables, unless you have recreated them in a different style format to the original.

- 12) Special Characters: Please provide an additional PDF version if there is usage of non-Latin words or symbols. Please also provide a list of fonts used.