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Structure

Manuscripts should be compiled in the following order: title page; abstract; 5 or 6 keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).

Word limits

Please include a word count for your paper.

A typical manuscript should be no more than 8000 words and no less than 5000 words; this limit includes tables, references, figure captions, endnotes.

Style guidelines

References or citations should be indicated ALPHABETICALLY within the text (e.g. Jones 2000; Smith and Jones 1999), separated with semi-colon, no comma before year.

Precise page references should be given for quotations. For example: Mair (1990: 63–4), Katz and Mair (1992: 27–30; 1995: 56–87). Use 'et al.' (in italic) when citing a work by more than two authors, but then use all authors' names (up to 7) in the listing of cited works at the end of the paper (where there are more than 7 authors, please use et al. only). The letters a, b, c, etc. , should be used to distinguish citations of different works by the same author in the same year, e.g. Mair (1995a: 15–20; 1995b). All references cited in the text should be listed alphabetically and presented in full after the notes, using the following style:

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UNPUBLISHED WORKS OR CONFERENCE PAPERS:

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Formatting and templates

Papers may be submitted in Word format only. Figures should be saved separately from the text. To assist you in preparing your paper, we provide formatting templates.

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