

Notes for Contributors to *SEER*

Purpose

The aim is to produce a publication in clear, well-written English in a consistent style and presentation. These notes are intended to guide contributors in the preparation of their texts. The guidance is based on contemporary UK usage and practice and seeks to impose on authors only the minimum restrictions required to ensure clarity and consistency.

Presentation

A full list of stylistic requirements is inevitably long (the *Chicago Manual of Style* has over 900 pages) and often arbitrary. We ask authors merely to respect the following main points:

Quotations

Quotations should be indicated by naming the author and year of publication in the text, e.g. (Jones, 1994), (Jones and Brown, 1996), (Jones *et al.* 1996). Appropriate page numbers should be included using a colon, e.g. (Jones and Brown, 1996: 60-75).

References

A list of works cited (not a bibliography of all relevant publications) should be supplied in alphabetical order of authors' family names. The information should be prepared according to the following pattern, with a minimum of punctuation (please note in particular that neither capitals nor quotation marks are used for book and article titles, and that it is only for the first author that family name precedes given name):

Books with one or more authors

Canto, Victor A, Douglas H. Joines and Arthur B. Laffer (1983) *Foundations of supply-side economics: theory and evidence* New York: Academic Press.

Books with an editor or editors

Vobruba, Georg (ed.) (1989) *Der wirtschaftliche Wert der Sozialpolitik* Tübingen: Duncker & Humblot.

Extracts from collective works

Purdy, David (1990) 'The political feasibility of the transition to a basic income society' in Walter Van Trier (ed.) *Proceedings of the First International Conference on Basic Income* Antwerp: BIEN/London: BIRG: 45-46.

Articles from periodicals

Foden, David (1999) 'The role of the social partners in the European employment strategy' *Transfer* 5(4): 522-541.

If two or more works by the same author have the same date, they should be distinguished by using a, b, etc. in both the list of references and text: (Smith, 1992a).

Footnotes

Footnotes should be used sparingly, for discursive comments which expand the point being argued in the text. They should be page footnotes, not endnotes, and should be consecutively numbered throughout the text.

Figures and tables

Figures and tables should be given a title and a single number to which reference is made in the text (e.g. see Table 1, Figure 2, etc; please keep the titles simple and avoid using complicated sub-sets of references Table IV.3.1, etc. The preferred style is: Table 1 – Employment rates of elderly workers in the United Kingdom, 1980-1998). Please avoid using complicated figures and charts drawn using different programs than Word as the reproduction of these can be unsatisfactory and can also complicate any necessary sub-editing.

Sub-sections

These should, in general, not be numbered except when a long article or complicated series of sub-sections otherwise makes the text of the article difficult to follow. The general style for sub-section headings should be as follows:

Section heading

Sub-section

Second and subsequent sub-sections

Organisational acronyms

Accepted acronyms of organisations should be used in the style customarily used in the country from which they come, not the one which comes from an English translation of their name.

Bullet points

These should be kept short and simple and should proceed without capitalisation and without punctuation at the end of each point – as in the example which follows.

Finer points of style

It will facilitate the task of editing if you observe the following conventions:

- English spelling (labour, organisation, privatised). Please use an appropriate spell-checker
- capitals should be used only in accordance with rules of spelling (e.g. Europe) and where the capitalised letters constitute an accepted acronym (e.g. the Trades Union Congress). Sub-headings, titles of tables, etc. do not require capitalisation and neither, for example, does 'western' in 'western Europe', 'western organisations', etc.
- *non-English words* and expressions should be italicised (*Force Ouvrière*, *Betriebsrat*, etc.)
- *titles of publications* should be italicised without quotation marks (*Basic Economic Policy Guidelines*)
- *hyphens* should be used sparingly and, above all, consistently (e.g. do not go from taxpayer to tax-payer)

- *single quotation marks* should be used where required
- important quotes should be indented from the rest of the paragraph to which they relate
- a full-stop is followed by a single (not a double) space
- a *protected space* should be used between groups of three digits (e.g. 1 100 00). Use a *decimal point* (rather than a comma)
- *decade number* is a straightforward plural – so no apostrophe (1970s)
- *international characters* – if using Word as your word processor, please use the appropriate characters; if not, use plain text

Word processing procedures

Articles should be submitted, preferably in Word, in the simplest possible format (ideally, Arial 12pt). Authors are particularly asked to refrain from using excessive or unnecessary style options, footnote programs, chart drawing programs, etc.

Length of articles

Articles can be of any length appropriate to the issue being dealt with and should be e-mailed to either of the editors at: @etui or allen@btinternet. The standard length is however 7000 words, that might be 5000 in case of less comprehensive articles or 10.000 maximum.

An abstract of half a page is required at the beginning of the article, followed by key-words.

A *brief* biographical note about the author should also be supplied at the conclusion of the article, along the lines of the following:

Calvin Allen Dr. is a Teaching Assistant in the Faculty of Social Sciences of the University of Perthshire. His main research interests include: trade unions and restructuring; models of trade union development; and regulation and the public sector. His most recent work is Calvin Allen (ed.) (2005) *Regulation and trade unions* Routledge: London. e-mail: allen@btinternet.