SOLIDARITY

1. JOURNAL STYLE

For a paper to be conditionally, or unconditionally, accepted for publication, it must be submitted in either '.doc' or '.docx' format. The content of the submission must conform to the Journal Style guide below.

1.1 Referencing Style

Please use the 16th edition of "The Chicago Manual of Style" for referencing. Submissions must use footnotes, not endnotes. Submissions are normally published without a bibliography or reference list.

1.2 Layout Style

The following general pattern must be followed in production of a **final version** for the Editors:

- Title (12pt font in bold text and centred)
- Author's Name (centred)
- Abstract
- Main Text

1.3 Headings

The headings for the Introduction and Conclusion should be in bold and without numerals. Other headings should use Times New Roman numerals and be in bold and in 12pt using Times New Roman font. Indent all headings by 1cm to align with the indentation of the paragraph's first sentence. Sub-Headings should be numbered as follows:

Introduction
I. Heading
A. Sub Heading
B. Sub Heading
II. Heading
Conclusion

1.4 Length

Articles should normally not exceed 6,000 words (exclusive of footnotes) unless otherwise stipulated. Shorter articles are welcomed.

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1.5 Abstract

An abstract of 100 words (minimum) and 300 words (maximum) must be included in the submission immediately preceding the text of the article. It must summarise rather than re-state sections of the main text.

2. *LAYOUT SUMMARY*

Margins   2.5 cm margins all around (top, bottom, left & right)

Paper Size   A4 (21 x 29.7 cm)

Font
- Main text: 12pt. "Times New Roman" (or the closest font available).
- Footnotes: 10pt. "Times New Roman" (or the closest font available).
- Underlining is to be used only for website URLs.

Justification   Justified (left and disable hyphenation)

Spacing   Single line spacing

Spelling   The Oxford English Dictionary is the Journal's normal standard for spelling. Quotations should follow the spelling of the quoted source.

Paragraphs   Leave one line between paragraphs. Indent the first line of each paragraph by 1cm.

Quotations   *Quotes of 40 words or more* should be ***separated*** from the paragraph with one line space at the top and bottom, justified, and ***indented*** 1 cm from the left and right margins. No quotation marks should be used for indented quotes.

Quotes of less than 40 words should be framed by single quotation marks and kept ***within*** the paragraph text. Double marks are to be used for enclosing quotations within quotations. Closing punctuation should be shown outside the quotation marks unless it belongs to the quoted text.

Italics   Italics should ***not*** be used on quotations, except where the original quotation was already in italics.

Dates   Dates in the text and in the notes should be written in full: 3 September
                   1939.
                   Numbers should be written in full to ten, and should have no comma to
                   9999 but then should be 10,000 and so on.

Numbers   Numbers should be written in full to ten, and should have no comma to
                   9999 but then should be 10,000 and so on.

Abbreviations Abbreviated forms such as USA should not use full stops between
                   individual letters.

Pagination   Pages should be numbered in 12pt Times New Roman font.