Journal of Humanitarian Affairs

House style guidelines

The following style guidelines must be adhered to for all articles submitted to the *Journal of Humanitarian Affairs*.

Online submissions are made via the *JHA* [ScholarOne website](#). New users will need to create an account. Once signed in, submissions can be made via the Author Centre. JHA editors are unable to provide assistance with the ScholarOne site. See the ScholarOne Author Guidelines, search the FAQs, or contact the ScholarOne team if you require help submitting your article. Your title page should be uploaded to ScholarOne separately during the submission process.

1   Preparation of manuscript

1.1   General formatting
Articles must use author-date referencing (see 5.1)
Pages should be numbered
Articles must be submitted in .doc or .docx format; PDFs are not accepted
Articles should be no more than the maximum extent for the article type (see 1.3)

1.2   Title page
Articles must begin with a title page. Title page must include the following:

- Article title and subtitle
- Author(s) name and affiliation, e.g.
- Author(s) email address
- Abstract (200 words)
- 5-10 keywords
- Article type, e.g. Research Article; Op-Ed; Field report

1.3   Article type
Please indicate the article type on the title page. The following word counts (inclusive of abstract, endnotes, and references) must be adhered to:
- Research Article: 7000 words

- Op-Ed: 1000 words
- Field report and situation analysis: 3500 words
- Literature review: 4000 words

2 Illustrations

2.1 Figures

Illustrations should not be included in the final manuscript; submit all illustrations as separate files, labelled appropriately, e.g. Figure 1.png.

- Images should have a resolution of 300dpi and submitted in .jpg, .tiff, or .png formats.
- Figures and tables should be numbered consecutively, e.g. Figure 1, Table 1, Figure 2, Table 2.
- Do not shorten 'figure' to 'fig.' in text references.

2.2 Tables

Tables: Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.

3 Headings

- Use maximum/headline capitalisation in all headings.
- Do not use asterisks to distinguish between sections.
- Avoid numbered subheads. Use no more than three levels of subhead unless absolutely necessary.

4 Quotations

Authors are responsible for checking that all quotations are correct.

- When quotation marks enclose less than a complete sentence, the closing quote mark should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation.
- Quotations shorter than about five lines long should be in the text and placed in single quotation marks. Double quotation marks should be used only for a quotation within a quotation.

5 References and works cited

JHA uses an author-date referencing system. **The referencing style must be consistent throughout the manuscript.**

5.1 Author-date system

Further information on article type is available on the _JHA_ website.

2.3 Graphs

The original data must be provided for all graphs.

2.4 Positioning

The position of illustrations must be indicated by the author in the text using an insertion note, e.g. '[INSERT FIGURE 1]' '[INSERT TABLE 3]'.

2.5 Permissions

All permissions to reproduce images should be cleared with the copyright holder before final submission of the revised typescript. Authors are responsible for paying any copyright fees for use of images. However, please **do not** pay any fees before your article has been accepted and the proposed images approved.

- JHA recommend adhering to the following heading levels:
  > **Heading 1** (bold, centre aligned)
  > **Heading 2** (bold, left aligned)
  > _Heading 3_ (italic, left aligned)
  > Heading 4   roman, left aligned

Place the source citation after the closing quotation mark but before the final full point.

- Quotations longer than about five lines should be extracted. Indent the quotation on a new line, with a space above and below. Do not italicise the quotation or enclose it in quotation marks. Place the source citation immediately after the closing full point with no further punctuation after it.
- Use ellipses (three unspaced dots with space before and after) to indicate missing material within a quote. Do not use at the beginning and end of the quote unless it would affect the sense. Use square brackets round ellipses only where a large chunk of text is omitted.

Also called Harvard style, this referencing system is particularly common for books in the social sciences. Major style guides that authors may wish to consult include MLA and Chicago.

- References within the text and after extracts should be cited by the author's surname and year

of publication, e.g. 'Smith (1979)', or '(Smith, 1979).' Page numbers follow a colon and a space, e.g. '(Smith, 1979: 80)'.
- Use semicolons to separate multiple references, e.g. '(Ngai, 2012: 80; Dhanawade, 2020: 10)'. These references should be placed either in chronological order or alphabetical order. This ordering must be consistent throughout the manuscript.
- Give full details of the publication in a list of references or in a bibliography. It is acceptable to use *et al*. in the text for works with more than two authors but you should give all authors' names in the references/bibliography (unless there are more than three).
- If numbered endnotes are used to give information other than references, any references that appear in the notes must use the author-date system.

5.2   Types of references

5.2.1   Books
- Book titles: use initial capitalisation (i.e. all important words, including first word after colon); italic; no quotation marks.
- Chapter titles within books: roman (not italic) in quotation marks.
- For all book references, give both place of publication and publisher if possible, otherwise place only (whichever style, be consistent). Include US state codes as well as city for US place names, e.g. Cambridge, MA: Harvard University Press, 2009.
- Spell out university presses (e.g. Manchester University Press, not MUP).

Single author or co-authored book
Text: (O'Grada, 1997: 4)
Bibliography: O'Grada, C. (1997), *A Rocky Road: The Irish Economy Since the 1920s*. Manchester: Manchester University Press, 1997.

Single editor of a book
Text: (Russell, 2001)
Bibliography: Russell, Lynette (ed.) (2001), *Colonial Frontiers: Indigenous-European Encounters in Settler Societies*. Manchester: Manchester University Press.

Joint editors of a book
Text: (Harding and Paterson, 2001: 1-10)
Bibliography: Harding, R. and W. E. Paterson (eds) (2001), *The Future of the German Economy: An End to the Miracle?* Manchester: Manchester University Press.

Single author of a chapter within a book
Text: (Shepherd, 2001)
Bibliography: Shepherd, David (2001), 'Bakhtin and the reader', in Ken Hirschkop and David Shepherd (eds), *Bakhtin and Cultural Theory*. Manchester: Manchester University Press.

Translation
Text: (Masini, 1984: 20)
Bibliography: Masini, Lara-Vinca (1984), *Art Nouveau*, trans. L. Fairbairn. London: Thames & Hudson.

5.2.2   Ebooks
- If directing the reader to a specific page, it is best to refer to ebooks in the PDF file format, as these usually retain the original layout and pagination of the print version.
- If no pages are available in an ebook, you should refer to chapter and paragraph number instead. Be aware that this will entail counting the paragraphs from the beginning of that chapter.

5.2.3   Journals
- Journal titles should always be in italic. Provide the full title of the journal (unless it is included in a list of abbreviations).
- Article titles should appear in quotation marks, not in italics.
- Separate the volume and issue number using an unspaced colon.
- Include the year of publication in parentheses.
- If the journal article has been accessed online, the doi should be referenced, after the page range.
  e.g. Postan, M. M. (1928) 'Credit in medieval trade', *Economic History Review*, 3:6, 66–7. Ngai, Sianne (2008), 'Merely Interesting', *Critical Inquiry*, 34:4, pp. 777-817. doi: 10.1086/592544

5.2.4   MSS and other unpublished sources
- References to unpublished books, theses and dissertations should include the type of document, place of publication and year of publication (if relevant).
  e.g. J. Cheshire, 'Early Victorian Stained Glass' (PhD dissertation, University of Exeter, 1998).
- Conference papers should give the name of the organising body, the title of the conference and the date the paper was given. If a conference paper has been published, it should be treated as a journal article.
- Titles of individual manuscripts should appear in quotation marks.

- Titles of manuscript collections should appear without quotation marks, and the citation should contain the full reference of the depository, e.g. British Library, Additional MS 2787.
- Parts of the reference may be abbreviated, provided that the abbreviation is explained or self-explanatory, e.g. ULC Add. 3963.28. The full reference should always be given at the first occurrence.

5.2.5   Government and official sources
- Ensure the correct use of C, Cd, Cmd, Cmnd and Cm, as these refer to different series:

1–4222	1833–69
C 1–9550	1870–99
Cd 1–9239	1900–18
Cmd 1–9889	1919–56
Cmnd 1–9927	1956–86
Cm 1–	1986–

- Note that *Hansard* documents are numbered by column rather than page; use the correct abbreviations (vol., col., cols) before the appropriate numbers.

5.2.6   Archival sources
Use the following order: place, reference no. of file, reference no. of document, status of document, author, title, date, page no.
> e.g. Public Record Office, London (hereafter PRO), T235/134, MAC (52) 153, memo by C. Cottrell 'Money', 6 August 1952, p. 2.

5.2.7   Newspaper articles
- Use the following style for newspaper articles, giving the author's name if possible.
> e.g. Barratt, P. (1966) 'The Big Fella: Michael Collins at the Movies', *Irish Times* (12 October 1996), p. 2.
- Do not include *The* as part of newspaper titles (*The* should only be used for *The Times* and *The Economist*). When used in a sentence, use 'the *Observer*' etc.

5.2.8   Internet sources
- Do not include http:// if www is included. Do not underline or italicise. Do not include angled brackets (< >). Include a full stop after the address if it occurs at the end of a sentence or note.
- Give dates when the sites were accessed, e.g. (accessed 17 June 2020).
- Avoid long URLs if possible and use a reputable URL shortening service if necessary.

- Be wary of URLs that have been accessed through a members-only server (e.g. a university network or newspaper subscription).
- Internet addresses should appear in the bibliography under 'Internet sources'.

5.2.9   Foreign titles
- Capitalise titles according to the correct capitalisation in the original language.
- Capitalise the initial letters of the first word and proper nouns only in publications in all modern European languages, except French. Capitalise all nouns in German.
- French publications follow the same system unless the first word is a definite article or an adjective: in this case, the first noun and all preceding adjectives also have initial caps.
> e.g. *Les Femmes savantes, La Folle Journée*, but *A la recherche du temps perdu*.

5.3 Works cited
- References sections must be titled 'Works cited' and include only and all of the publications cited in the text.

5.4 Formatting
References must be formatted consistently.
Articles may be returned to authors where the style guidelines have not been followed.

- Works must be ordered alphabetically by surname. Surname should precede first name or first initial, which should be spaced.
- The date of publication should appear immediately after author name/s, e.g. Smith, A. (2009).
- Do not order references by type (e.g. 'Books', 'Articles') as this makes it difficult for the reader to find a text.
- Works by the same author must be ordered by date. Distinguish two or more works published in same year (1996a, etc.). These should be labelled a, b, c etc. according to the order in which they are cited in the text.
- Original works precede works edited by the same writer; works by single author precede joint works. Either repeat the author's name or use a double hyphen/em-rule.
- For multi-author works, all authors' names should be given (unless there are more than three), though *et al.* is acceptable in notes.
- Works published in the same year should be distinguished 1996a, 1996b etc. according to the order in which they are cited in the text.

6 Spelling and punctuation

6.1 British spelling

- MUP advise that authors use British/~ise spelling rather than American spelling.
- Retain American spelling in American proper names and in quotations.

6.2 Foreign terms

- Do not use accents on anglicised foreign words like elite, naive, role, etc., or on capital letters.
- JHA advise authors to consider whether the italicisation of foreign words or phrases is appropriate for their article.

6.3 Punctuation

- Apostrophe: Thomas's, Jones's, but Moses', Bridges': i.e. when the word ending is pronounced 'iz', use an apostrophe only.
- Initials: forename initials should be spaced. All other initials are unspaced, e.g. U. K. Le Guin, not U.K. Le Guin; USA, not U.S.A.
- Parenthetical dash: use a spaced en-rule (–) to indicate a parenthetical dash, e.g. 'Left – right'
- Parentheses: use round brackets instead of square brackets, unless indicating the placement of illustrations.
- Quotation marks: use single quotation marks. Only use double quotation marks for a quote within a quote.

7 Capitalisation

- the President (referring to a specific individual), but a president and a presidential candidate
- the Vice-President, the Co-Director, the Deputy-Principal
- the Prime Minister, but a prime minister
- the King (referring to a specific individual) but a king
- the Crown (meaning the monarchy)
- the Government (specific) but government (general)
- House of Commons and House of Lords (always initial capitals)
- Liberal (referring to the Liberal Party or a party member); also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England
- the Parliament (but parliamentary); Member of Parliament
- the Senate (always capitalised)
- the State (when referring to political communities), but the southern states
- the West, Western Europe, but western England
- COVID-19 (rather than Covid-19).

8 Numbers

8.1 When to spell out

Spell out numbers (whether ordinal or cardinal) below 100: 'one, first'. Observe the following exceptions:

- In a series of numbers appearing close together in a mixed sequence (under and over 100), use digits for all numbers in that section.
- Use digits for numbers that give exact measurements or appear with abbreviated units of measurement such as 7 kg, 15.8 mm.
- Use digits in phrases involving hundreds, thousands, millions, etc., where round numbers are given (e.g., two hundred, fifteen thousand).
- Always use digits with 'per cent,' which should appear spelled out rather than %, except within tables and diagrams.

8.2 Elision

- Use minimum digits in number spans, e.g. 133–4, not 133–34 or 133–134.
- Elide number spans except for the teens, e.g. 112–13, not 112–3.
- Numbers greater than 999 should show a comma after the thousands digit, e.g. 3,500, 11,650.

8.3 Units of measurement

- Use metric units of measurement. Do not add an 's' for plural, e.g. 5 kg, not 5 kgs.
- If pre-decimal currency is used, follow this style: £5 15s 6d.
- Use abbreviated units of measurement, except for per cent. Use digits with abbreviated units of measurement, but spell out numbers if units are also spelled out, e.g. 5 cm, but five centimetres.
- Always put a number either side of a decimal point, e.g. 0.6, not .6.

8.4 Dates

- Use the following style: 31 January 1986, not 31st January or January 31.
- Elide years to double digits: 1985–86, not 1985–6 or 1985–1986. Observe the following exceptions: 1999–2001, 2001–3.
- 1985/86 may be used where years form a unit, such as a financial year.

- BCE years must be given in full: 536–514, not 536–14.
- Spell out 'nineteenth century' (not 19th). Hyphenate only when attributive, e.g. 'nineteenth-century furniture' but 'in the nineteenth century'.

- Use 1930s, not thirties, 30s or '30s

- v. not vs. (not italic).

9   Abbreviations
- Avoid uncommon abbreviations. If used, explain meaning at their first occurrence and/or list in the preliminary pages.
- A list of abbreviations may appear at the start of the bibliography if the abbreviations are not used elsewhere.
- idem, loc. cit., op. cit. must not be used.
- '&' may be used for names of companies and institutions (e.g. Faber & Faber) but use 'and' when referring to two authors of a publication.
- cf. (not italic): note that cf. means 'compare', not 'see'.
- fos for 'folios', not ff., which means 'following'.
- Avoid using ll. ('lines') as this can be confused with Roman numeral II or Arabic number 11: spell out instead.

9.1   Punctuation and spacing
- Use full points after abbreviations (e.g., i.e., p., etc., *et al.*, *ibid.*, v., vol., p.m., Rev., ed.). Insert a space after the full point (e.g. p. 67, not p.67).
- Do not use a full point after the following:
  - units of measurement (kg, mm)
  - contractions (vols, eds, Dr: i.e. where first and last letters are given), except no. (number)
  - initials (BBC, DNA, GMT, NATO, USA). First name initials are an exception.

10   Italic and bold
10.1   Use of italic
Avoid using italic for emphasis unless absolutely necessary. Italic may be used for key terms or glossary terms; in which case it should not be used for emphasis elsewhere.

Observe the following usages of italic:
- titles of publications, including books (except the Bible, the Quran, etc.), journals, films, videos, plays, TV and radio programmes, titled musical works
- long poems (e.g., *Paterson*), but roman and quotation marks for short poems, e.g. 'The Red Wheelbarrow'

- titles of paintings and sculptures
- names of ships
- genera, species and varieties
- names of parties in legal cases
- stage directions
- *ibid.*, *et al.*, *c.* (do not use *ca.*), but via, vice versa, i.e., e.g. are not italic
- foreign terms [see 6.2]

10.2   Use of bold
As a general rule, avoid using bold type except to indicate heading style. Do not use bold for emphasis. If emphasis is required for key terms or glossary terms, use italics.

11   Avoiding offensive and exclusionary language
JHA expects authors to use non-discriminatory language. Authors must familiarise themselves with the terms generally in use by the specific people they are writing about and the reasons certain terms are preferred. Please raise particular concerns or queries with your *JHA* contact.

JHA requests that authors take responsibility for their language choices and consider their use of terminology carefully. Authors may wish to include notes on any terms used to explain their rationale.

The following sections are intended for guidance only. Most major style guides will provide guidance on avoiding bias and anti-discriminatory language. Authors may also wish to consult the following further resources:

The Conscious Style Guide is a US-based website with detailed guides on using respectful and inclusive language.

The Diversity Style Guide, from the Center for Integration and Improvement of Journalism at San

Francisco State University, provides extensive advice on writing accurately and sensitively.

The [British Sociological Association](#) provides up-to-date advice on writing about sex, gender, ethnicity and race, and using non-ableist language.

11.1 Disability
- 'Disabled people' rather than 'persons with a disability'
- Avoid language that uses disability as a metaphor, e.g. 'blind luck'
- Avoid terms such as 'impaired', 'suffered', or 'confined'

Further resources: The [Office for Disability Issues](#) contains detailed guidance on inclusive language to use when writing about disability.

11.2 Race and ethnicity
- If you are writing about one specific group, use the specific term.
- BAME (Black, Asian and Minority Ethnic) and BME (Black and Minority Ethnic) are commonly used terms in the social sciences and may be appropriate for work in that context. However, be more specific where possible, and always spell out the acronym. The same applies to similar North American acronyms: POC (People of Colour) and BIPOC (Black, Indigenous, People of Colour). Do not use these acronyms in the plural (e.g. POCs). Note that POC and BAME are also wider group categories and should not be used in ways that treat the experiences and identities of particular racialised groups as universal.
- Mixed race, mixed heritage, dual heritage or multiple heritage are generally accepted terms; however, authors should always consider context and specificity.
- Use the capital letter when discussing different ethnic groups, e.g. Gypsies, Irish Travellers, Roma.
- 'Indigenous peoples' is the preferred term for native groups, though authors should note that this is not a homogenous category, even within a current national territory. Where possible, use the specific name of the people being discussed.
- Avoid the term 'minority', if possible. 'Historically marginalised' may be more appropriate.
- Capitalise racial/ethnic groups: Black, Asian, Native American. Depending on context, 'White' may or may not be capitalised.
- *JHA* advise authors to reflect on ongoing debates on the capitalisation of 'Black' when it refers to racial and ethnic identity. Individual preferences

will vary, and *JHA* acknowledge that usage may depend on context.

11.3 Gender and gender identity
- Respect the diversity of language that people use to describe themselves.
- Use gender-neutral language where possible. This means using 'people', 'they' and 'them' instead of 'men', 'women' and 'her' or 'his'.
- Do not make assumptions about, for example, the predominant sex in a particular profession/trade.
- Avoid the language of gender opposites, e.g. 'both genders', 'his/her', 'men and women'.
- Avoid language that reduces people to their birth-assigned sex or assumed biology.
- Transgender is an adjective, referring to transgender people or a transgender person. Note that transgender does not only refer to binary-identified trans women and men. Many trans people are non-binary.
- 'Transition' is the correct word for the social and/or medical process of publicly living one's gender.
- Authors should note that *trans* is not an abbreviation of *transgender*.
- Always use a person's correct name and pronoun. Do not use a trans person's birth name or former pronouns ('dead naming') without permission, even when talking about them in the past.
- Respect singular *they* as a personal pronoun and use it appropriately.
- Pronouns are required, not preferred, e.g. 'Lucy's pronoun is she,' not 'Lucy's preferred pronoun is she.' Similarly, avoid references to a person 'identifying as' a particular gender, e.g. 'Lucy is a transwoman,' not 'Lucy identifies as a transwoman.'

11.4 Sexuality
- *JHA* encourage authors to think systematically about when LGBTQI+ (or other inclusive acronyms) are appropriate, and when to use more specific terms like lesbians, gay men, bisexual people, etc. In general, avoid referring to 'the LGBTQI+ community' etc unless a specific 'community' is being pointed to, as this both assumes there is one unified or homogenous group or that there is some kind of consensus within it.
- Authors should note that LGBTQ is not a synonym for 'gay'.

11.5 Religion

- Avoid homogenising references to 'the faith community', 'the Christian community', 'the Muslim community', as this supposes there is one unified community with the same characteristics. In the context of religion, 'faith communities', 'Christian communities' might work better.
- *JHA* encourage authors to consider the complex and contested definitions of terms like Islamophobia, anti-Muslim racism and anti-Semitism.

11.6   Other considerations

- Use 'older people', not 'old people' or the 'elderly'.
- *JHA* encourage authors to consider whether the term 'sex worker' is more appropriate than 'prostitute'. Sex workers are adults who receive money or goods in exchange for consensual sexual services. Prostitution, on the other hand, has connotations of criminality and immorality. Many people who sell sexual services prefer the term 'sex worker' and find 'prostitute' demeaning and stigmatising.
- Authors may wish to consult the advice by the [Centre for Suicide Prevention](#) and [Samaritans](#) on writing about suicide.

Last updated January 2021