

Human Figurations

Long-term perspectives on the human condition

GUIDELINES FOR CONTRIBUTORS

1 Papers submitted for publication in *Human Figurations* should be emailed as file attachments to the editor at humanfigurations@me.com and the administrator adhjournal@hotmail.com. Please use MS Word (2000 or later version).

Contributions, which should not normally exceed 10,000 words (including notes and references), should be written in English, typed double-spaced and without right-margin justification, with margins of at least one inch on top, bottom, and sides to allow for easy reading and for notes by reviewers. An abstract of about 100 hundred words, and not more than five keywords, should be included. *Before starting to type your paper, please go to Tools/Options/Edit and ensure that the option 'tabs and backspace set left indent' is NOT ticked.*

2 Papers considered for publication will be sent for review to anonymous readers. The first page of the file should be a cover-sheet, including the title of the paper, the author's name and affiliation, postal and email addresses, and telephone number. The second sheet should show only the title of the paper. To protect anonymity, the cover-sheet will be deleted before the paper is sent out for review.

3 An email message will be sent to the author to acknowledge receipt of the submission. The editors have set rules for the quick turnaround of submissions. In most cases, a decision will be sent to the author within six weeks of the journal's receipt of a submission.

4 Use British *s* spellings. Pay attention to proper punctuation and non-sexist terminology. Do not insert hyphen breaks or any other hard returns. Pages should be numbered. Single quotation marks should be used, except for quotations within quotations. Only diagrams and tables that are considered essential should be included, and they must be clearly related to the relevant part of the text. Where an acronym or abbreviation is used in the text, it should be spelled out fully the first time it occurs – for example, 'According to the Organisation for Economic Co-operation and Development (OECD) ...'. The words 'per cent' should be used in the text rather than the % symbol. Centuries should be spelled out, as in 'sixteenth century' (noun), 'sixteenth-century' (adjective). Dates should be written in the logical (not American) form: 28 March 2003.

5 Where several grades of heading and sub-headings are involved, please ensure that they are used consistently. Lower grades should be smaller in size or otherwise clearly subordinate to higher grades. Do not centre or indent. Indent paragraphs by one tab (except the first paragraph after any grade of heading, which is not indented). Do not insert extra space between paragraphs. Quotations of 40 words or more should be indented (or 'extracted'), without quotation marks. Insert extra space before and

after such extracted quotations. When inserting your own comments in – or making minor modifications to – a quotation, use square brackets to indicate that.

6 Please use endnotes rather than footnotes. Put the numbered notes at the end of the text, before the list of bibliographical references.

7 Use en-dashes, not hyphens, for:

dates (e.g., 1996–9)

pages (e.g., 25–6)

oppositions (e.g. *Gemeinschaft–Gesellschaft*)

punctuational dashes (with one space on either side)

8 Leave only *one* space after any punctuation marks – full stops, commas, semi-colons and so forth.

9 References in the text should be in the ‘author date, page’ form: e.g. ‘Jenkins (1990: 21) claimed that ...’; or ‘It has been claimed (Smith 1989: 21) that ...’. Do not use the abbreviation ‘ff.’ – give a page number for the end as well as the start of the relevant passage. Original dates of publication may be given in square brackets, after the date of the edition being cited – for example: (Mannheim 1952 [1928]).

10. All references cited in the text should be listed at the end of the text alphabetically by author (providing the full list of multiple authors) and by year. When citing more than one publication in the same year by the same author(s), distinguish them as 2011a, 2011b, 2011c, *and check that the distinguishing letters consistently correspond to the same publications throughout*. Check that all references cited in the text are listed at the end.

Examples:

Bergh, Godfried van Benthem van den, ‘The improvement of human means of orientation: toward synthesis in the social sciences’, in Raymond Apthorpe and Andras Krahl (eds), *Development Studies: Critique and Renewal*. Leiden: E. J. Brill, 1986, pp. 109–36.

Goudsblom, Johan (1992) *Fire and Civilization*. London: Allen Lane.

Jones, Eric, Johan Goudsblom and Stephen Mennell (1996), *The Course of Human History*. Armonk, NY: M. E. Sharpe.

Mennell, Stephen (2011) ‘America through the one-way mirror’, *International Journal of Comparative Sociology*, 48: 2, pp. 253–90.

Note:

In the bibliographical list, we have a slight preference for the inclusion of authors’ forenames, but will accept initials-only lists.

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