Ethnopolitics **P**apers establishes a forum for scholarly debate on ethnopolitical issues offering an opportunity for established scholars as well as early career researchers and practitioners to shape and contribute to contemporary debates in the broad field of politics and ethnicity.

The editors invite submissions for articles between 7-10,000 words in length, but also welcome shorter commentary pieces and research notes of around 2-4,000 words. All submissions are subject to peer-review; the final decision to accept manuscripts rests with the editors. For submissions and further information please contact Annemarie Peen Rodt (annemarie_pr@hotmail.com) or Anaïd Flesken (a.flesken@exeter.ac.uk).

Format and style guide

1. Font and line spacing

The paper should be written in 12pt Times New Roman. The body of the text should be double spaced with no indenting to paragraphs and no spacing between paragraphs. All text should be justified. All long quotations should appear single spaced but not indented.

2. Sub-headings

Please label sub-headings to indicate their relative 'rank'. Generally three ranks of headings are enough. Please make the levels clear by putting square bracketed marks against them e.g. [A], for the first level of subheading, [B], [C], and so on.

3. Text format

3.1 Quotation marks

Following UK style, always use single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes, e.g. 'Edward found the trappings of "royalty" hung heavily.' The full stop only falls inside the quotation mark if the material quoted is a complete sentence.

3.2 Spelling

We prefer spellings to conform to the new edition of the *Concise Oxford English Dictionary*. Please be consistent in your use of 'ize' or 'ise' for words such as 'organized', etc. If you are using a word-processing package with a spell-check facility, please use it.

3.3 Italic

Use italic for titles of books, plays, films, long poems, newspapers, journals (but not for articles in journals). Italic type for emphasis should be used only sparingly. Bold should not be used for emphasis.

3.4 Abbreviations

Full stops should be used after abbreviations (p., Ch.) but not after contractions or in acronyms: Dr, St, Mr, BBC, UNESCO, USA. Note especially: Ed. Eds / Vol. Vols / Ch. Chs; but the exception: No. Nos.

3.5 Numerals

Spell out numbers under 10. Use numerals for measurements, e.g. 12 km, and ages, e.g. 10 years old. You should use numerals for percentages in the text but spell out 'per cent', e.g. 24 per cent. The percentage sign (%) should be used only in tables and figures. Insert a comma for thousands and tens of thousands, e.g. 1,000 and 10,000. Use minimum numbers for number spans except in 'teens', e.g. 25–8, 136–42, 150–1, but 12–16. Make sure you use the numeral keys on your keyboard for 1 (one) and 0 (zero) and not a lowercase 'l' or an upper case 'O'.

3.6 Dates

Set dates out as follows: '8 July 1995', 'on 8 July', 'on the 8th'; '1990s' (not spelt out, no apostrophe);'nineteenth century' (not 19th century);'1995–7','1914–18'.

3.7 He/she

Avoid the use of 'he' (when he or she is meant) wherever possible, either through the use of 'they' or by repeating the noun.

3.8 Capitalization

Keep the use of capitals to a minimum. Use lower case for government, church, state, party, volume, and so on, unless a specific one is named, e.g. the Labour Party, the Conservative Government.

3.9 En rules

An en rule is longer than a hyphen and is used to replace 'to' in number spans, e.g. '24–8'. As there is no en rule key on the standard keyboard you should indicate en rules between numbers using the normal short hyphen. We can then change all hyphens in number spans to en rules. The en rule is also used to link two items of equal weight, e.g. 'Nazi–Soviet pact'. To indicate words which should be linked with en rules (rather than normal hyphens) type a double hyphen, e.g. Nazi--Soviet pact. We can then search for double hyphens between words and replace them with en rules. Spaced en rules are used as parenthetical dashes or pauses. Type a single hyphen with a space before and after to indicate a dash.

4. Footnotes

Begin numbering footnotes from 1 using the footnote function. Note indicators in the text should appear outside the punctuation, except for closing parentheses when the note is part of the parenthetical matter. Restrict notes to explanatory statements that develop an idea or expand a quotation, where to do so in the text would disturb the balance.

5. References and bibliography

We would like all references to appear in the body of the text in the Harvard System i.e. (Wolff, 2009). Multiple references from the same author should be differentiated by a/b/c etc, i.e. (European Commission, 2008a). Please be sure that each reference in the text has an entry in a separate end of paper bibliography. Format as follows:

For articles in journals you should list: The author's initials and name ■The date in parentheses ■The title of the article in quotes ■The name or accepted abbreviation of the journal in italic (or underlined for italics) ■The volume number ■The issue number if the volume is not paginated continuously ■The page number(s).

For example: A. S. Blinder and R. M. Solow (1999) 'Analytical Foundations of Fiscal Policy', *Journal of Finance*, XXV, 47–54.

Please note that the abbreviations 'p.' and 'pp.' may be omitted for articles in journals.

For books you should list: ■The author's initials and name ■The date in parentheses ■The title of the book in italic (or underlined for italics) ■The volume number or edition where relevant ■The place of publication and/or name of the publisher in parentheses ■In notes but not bibliographies, the page number(s), if appropriate.

For example: H. B. Garland (1999) *A Concise Survey of German Literature,* 2nd edn (Basingstoke and New York: Palgrave Macmillan), p. 84.

Freund, B. (1999) 'The Making of Contemporary Africa' in B. Smith (ed.) *A History of Africa* (Basingstoke and New York: Palgrave Macmillan).

For websites Most works these days include references to websites but they tend to do so in a wide variety of ways and no clear convention has yet emerged. Our preference is to try to use as simple a method as possible avoiding the inclusion of lengthy addresses for individual web pages especially when these are likely to change by the time anyone looks for them. Accordingly our general advice is to try to apply the same principles to web references as to references to books or journals. If using Harvard references it is best to think of a concise 'author' to use in the reference in the text and spell out the full 'author' in the bibliography. For example if referring to the home page of the site of the Secretariat-General of the European Commission at http://ec.europa.eu/dgs/secretariat_general/ index_ en.htm you might abbreviate this to 'Europa' using a, b, c, etc. to distinguish references to different pages hosted on the Europa site. If the document you are referring to has a date this should be used in the reference in the text. If not, as in this case, you should use the date accessed instead. So if you accessed it on 14 February 2007 this reference might be (Europa, 2007a) and the corresponding entry in the bibliography: Europa (2007a) Secretariat-General of the European Commission, http://ec.europa.eu (home page), date accessed 14 February 2007. Or if you want to reference the individual page: Europa (2007a) Secretariat-General of the European Commission, http://ec.europa.eu/dgs/secretariat_ general/ index_en.htm, date accessed 14 February 2007.

5.1 Sample Bibliography

Each entry must contain full publication details; do not use op. cit. or short titles referring to other entries in the bibliography.

N. Bannan (1995) 'Underground town planning in the UK', unpublished thesis, University of Cambridge.

A.J. Beale and C.H. Collins (eds) (1992) *Safety in Industrial Microbiology and Biotechnology*, London: Butterworth-Heinemann.

P. Betts and T. Diaz (1991) 'Mediated electro-chemistry: a practical solution to biosensing', in E.Willis (ed.) *Adventures in Biosensors*, London: JAI Press.

A.R. Bickley (1988) *Septimus Severus: the later years*, London: Hutchinson.

—— (forthcoming) *The Roman Town of Calleva*, London: Routledge.

Bickley, A.R., Cobb, S.L. and Gibbs, L.J. (1984) *The Roman City*, London: Routledge.

W.R. Bird (1957) 'Differentiation of psychotic from non-psychotic personalities', *International Journal of Psychoanalysis*, 38: 266–75; reprinted in *Second Thoughts* (1967), London: Heinemann; and also in E.B. Spillius (ed.) (1988) *Melanie Klein Today*, vol. 1, London: Routledge.

C.W. Birkey, T. Maruyama and P. Fuerst (1993) 'An approach to population and evolution genetic theory for genes in mitochrondria and chloroplasts', *Genetics*, 103: 513–27.

T. Briant 'Roman sites: an eighteenth-century view', paper presented at Oxford Antiquarian Society Conference on Roman sites in Northern Europe, Oxford, January 1998.

L.M. Brown (1995) *Principles of Biotechnology*, 2nd edn, Cambridge, MA: Harvard University Press.

Edited by Dr Annemarie Peen Rodt and PhD candidate AnaïdFlesken.

We welcome contributions to and comments on Ethnopolitics Papers to annemarie_pr@hotmail.com and/or a.flesken@exeter.ac.uk.

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