Format of full paper:

Text files should be saved as*:*
- Word (*.doc)
- PDF (*.pdf)

Page format

- *size*: A4 (21 x 29,7 cm), portrait
- *alignment*: left, no hyphenation
- no blank lines between *paragraphs*
- *tabs and indents*: no formatting with white spaces, always use tabs or paragraph indents
- *headers and footers* not permitted
- *font:* preferably Arial 11, *line spacing:* 1

Headings and Table of Contents

- A well-structured text and meaningful headings make it easier for the reader to get a general idea of the text.
- Please use the decimal system of headings with no more than four levels.
  - 1   Chapter
  - 1.1 Section
  - 1.1.1   Subsection

Technical Terms, Abbreviations

- Use *British spelling*, with -*ise* as preferred style; default to Oxford English Dictionary.
- In general, italicise foreign words, including Latin phrases, only if they do not appear in Oxford English Dictionary.
- Use *single quotation marks* ('...'); use only double quotation marks ("...") for quotes within quotes; make sure quotes are curly rather than straight ('…') ("…").
- *Dates* should be written 3 August 2004, and decades as the Seventies or 1970s without an apostrophe.
- Avoid excessive use of abbreviations.
- Do not use commas after abbreviations *i.e.* and *e.g.*
- All *punctuation marks* are followed by one blank space. No space between initials of compound first names!
- *Numbers* one to twenty are expressed in words, but 21 upward appear in figures, unless used in general terms ('about a thousand people'); use a comma in thousands and larger numbers (8,792) and use a point in decimals (8,792.3).
- Do not shorten *inclusive numbers*, but write these in full (not 21-4 or 130-3, but 21-24 or 130-133).
- In text, *per cent* should be spelt out and the number should appear in figures (5 per cent, 68 per cent); use the % symbol only in tables.
- Use *italics* for emphasis, titles of books, etc.. Do not use bold or underlining.
- *Headings*, sub-headings, table headings and figure captions should not have full stops.
- *Capitalise* each word in the titles of articles, books, etc., but do not capitalise articles, short prepositions or conjunctions unless one is the first word of the title or subtitle.
- *Initial capitals* are used to distinguish the specific from the general ('she is Professor of Sociology at the University of Amsterdam', but 'she is a professor at a university'); do not use unnecessary initial capitals in references, sub-headings, table headings and figure captions.
- *Parentheses* – ( ) – are used for simple interpolations, and *square brackets* – [ ] – for editorial notes or interpolations in quotations.

- *Tables* in text documents should be made with the table function. Do not use tabs and spaces for table layout.
- *Tables and figures* should be *numbered* per chapter (Table 2.1, Table 2.2; Figure 2.1, Figure 2.2).

References and bibliography: the author-date system

General Remarks

- Use *footnotes*, no endnotes; all notes end with a full stop; footnotes are only for remarks, not references. Footnotes – always Arabic numerals – are placed after punctuation or quotation marks.
- Literature *references* appear within the text according to the author-date system (see next section).

Author-date system

- In the author-date system, referring to the works of others in your text is done by using parenthetical citation. The structure of a citation under this system is the author's surname, year of publication and page number or range (if needed) in the text in parentheses and the full reference in a bibliography at the end of the chapter/contribution.
  - If the author's name forms part of the sentence, it is not necessary to repeat it in the reference, i.e. 'according to Light (1977: 468)',
  - If the author published two or more works in one year, these are labelled 1977a, 1977b, etc.; if more than one is included in one reference, write: 1977a,b.
- Works with two authors should mention both names, i.e. (Light & Gold 2000); use consequently the & sign instead of 'and'.
- Works with three or more authors should give all the names in the first reference, but may afterwards be shortened to et al. (no italics), i.e. (Light, Bernard & Kim 1999), (Light et al. 1999).
- The *list of references* appears at the end of the chapter/contribution, in alphabetical order.
  o Where there are several works cited for one author, cite single-authored works first in chronological order:
    Light, I. (1972). …
    Light, I. (1977). …
  o Works written by the same author plus one other person should be listed next, in alphabetical order of their second authors, and then chronologically:
    Light, I., & Gold, S. (2000). …
    Light, I., & Karageorgis, S. (1994). …
    Light, I., & Karageorgis, S. (1997). …
  o For works written by the same author plus several other persons, the same rules apply. The names of the co-authors should be given in the list of references.
    Light, I., Im, J., & Deng, Z. (1991). …
- The different kinds of works in the bibliography have the following *formats*:
  o *Books*:
    Example: Light, I. (1972). *Ethnic Enterprise in America*. Berkeley: University of California Press, pp. 200-201.
      Author's name,
      First name initial (followed by a space).
      Year of publication (in parentheses).
      Title of the publication in italics (no quotation marks).
      City of the publication: Publisher's name,
      Page (p.3 or pp. 9-11).
  o *Articles in journals, newspapers or contributions in books*:
      Similar rules apply.

Title of the article/contribution between inverted commas and followed by 'in' and the title of the publication in italics.

Example: Shaw, G. (1989). 'Industrialization, Urban Growth and the City Economy', in R. Lawton (ed.), *The Rise and Fall of Great Cities. Aspects of Urbanization in the Western World*. London: Belhaven, pp. 55-79.

o *Internet article based on a print source:*
Example: Marlowe, P., Spade, S., & Chan, C. (2001). *Detective Work and the Benefits of Colour versus Black and White* [Electronic version]. Journal of Pointless Research, 11, 123-124.. Retrieved 25 October 2007, from
http://www.pointlessjournal.com/colour_vs_black_and_white.html

o *Internet references:*
Example: ABS (Australian Bureau of Statistics) (2000). *Australia now. A statistical profile.* www.abs.gov.au . Retrieved 19 February 2009 from ...

o *Works with no (known) author:*
Alphabetise works with no known author by their title; use a shortened version of the title in the parenthetical citations.