

WLRI WORKING PAPERS: GUIDELINES FOR AUTHORS

You can use this file as a template – go to ‘save as’ and then rename – delete the text and you can use the style sheets for headings, body text and references.

GENERAL INFORMATION

Page one should include only the title (in capitals), your name, professional address and email address. We will add at the bottom of the page, ‘The views expressed in this paper are those of the author, and do not represent the collective view of WLRI.’

Page two should include an abstract of no more than 200 words, and 5-8 key words. Page to be headed ABSTRACT. If you wish to add any acknowledgements, then do so after the abstract under a heading, ACKNOWLEDGEMENTS. These might be acknowledgments to a funding body, to colleagues, or - in the case of a seminar or conference paper - where this was presented.

PAPER LAYOUT

The paper should be in Arial font size 12 justified (style ‘normal body text’). Do not number the title page. The second page should be numbered page 1. All page numbers should be bottom and centred.

FORMAT

There can be up to three levels of heading, all of which should be left aligned All these are in the style sheets as:

HEADING 1 - BOLD, CAPITALS

Heading 2: subheading - bold, lower case

Heading 3: sub-sub heading - bold, italics, lower case

INDENTED QUOTES

This is what indented quotes should look like, this is what indented quotes should look like, this is what indented quotes should look like, this is what indented quotes should look like

NUMBER ALL DIAGRAMS AND FIGURES AS FIGURE 1 ETC. – USE HEADING 2 FOR TITLE

Use footnotes rather than end notes if these are required. Do not use footnotes for referencing, only for adding additional comments that would otherwise break up the flow of your argument.

REFERENCING AND FOOTNOTES

In text references should be of the form:
Lucas (2005: 121-5) or (Lucas 2005: 121-5)

BIBLIOGRAPHY

The full list of references at the end of the papers should be internally consistent, but there is no single preferred style – but use the style sheet – ‘bibliography’ – e.g-

Fine, J. (2005a) 'Community unions and the revival of the American labor movement'. *Politics and Society*. 33: 1. 153–199.

Clawson, D. (2003) *The Next Upsurge. Labor and the new social movements*. New York: Cornell University Press.