All paper submissions must be house styled in accordance with the Journal's style guide, and must not be under consideration at any other journal. If any part of the paper has been published elsewhere, contributors are responsible for securing the necessary permissions required. All submissions are screened by the editorial panel, and if accepted for further consideration, are subject to a blind peer review process. All contributors must be prepared to wait for between 12 and 16 weeks for a final decision on their submission if it is peer reviewed.

Submissions must be original research, and must be between 5000 and 8000 words excluding references and endnotes.

STYLE GUIDE FOR AUTHORS

The CriSTaL style guide is based on the Harvard Style, with some deviations for house preferences. The journal uses U.K. punctuation and spelling, following The Oxford English Dictionary (OED). Foreign words (except proper names) should be italicised.

ARTICLE TITLE AND HEADINGS

- Use capitalisation in the article title and headings for nouns, pronouns, verbs and adjectives.
- Headings and subheadings should not be numbered.
- Indicate main headings by bold lettering and subheadings by bold italic.
- Prepositions and conjunctions are not capitalised (or, but, over, through, between):

ABBREVIATIONS

- Avoid unnecessary abbreviations.
- Acronyms must be spelt out on first appearance. Provide parenthetical explanations: REM (rapid eye movement).
- Do not use a full stop (period) after abbreviations including the first and last letter of the word (contractions): Mr Mrs Dr St Ltd
- Some abbreviations drop the full stop, including those in the international system of measurement: Mme Mlle m mm kg
- A full stop for: vol. seq. no. ibid. et al.
- Use full stops in the abbreviation of names of countries (except the USSR) but omit them with acronyms: U.S. U.K. UN EU NATO

PUNCTUATION

- All punctuation should be followed by a single space and not a double space.
- There should be no full stop at the end of headings or subheadings.
- There is no need for double punctuation at the end of a sentence, either after an abbreviation or after a punctuation mark in quotation marks or a book or article title.

[BRACKETS] AND (PARENTHESES)

- Use square brackets for editorial comments within quotations or for uncertain data in references (e.g., if the publication year or city is ascertainable but does not appear in the book).
- Brackets are also used within parentheses: (he used to go there [to Tehran] every spring).
- Include translations of foreign-language quotations in brackets immediately following the quotation (without italics and without quotation marks): `Todas somos amigas de desde chiquitas, casi puras vecinas’ [We are all friends since we were small, and almost all are neighbours].
QUOTATION MARKS

- Always use single quotation marks. Double quotation marks are only used within a quotation. He remarked: "This charge of "fraudulent conversion" will never stick."
- Quotations of eight to ten lines or longer (or over 60 words) should be indented as extracts and separated from the main text. Such text extracts should not be set within quotation marks.
- Extracts longer than 400 words require copyright permission.

DASHES

- The UK style for dashes requires blanks before and after the en dash.
- An author may substitute a hyphen for the en dash if necessary. The typesetter will later convert the hyphen to the en dash:

  He spoke in a whisper - the room was quiet.

  He spoke in a whisper – the room was quiet.

- The en dash is commonly used in ranges without additional spaces: 129–173, Monday–Thursday, vi–xii.

ELLIPSES POINTS (...)(. ...)(, ...) (... !)

Three points should be used for omitted text. There should be one space before and after the ellipsis.

If the omitted text follows a completed sentence, there should be four dots, the first indicating a full stop (or period). In contradiction to the three-dot ellipses, there is no space between the last word in the sentence and the first full stop ending the sentence.

DATES, NUMBERS AND RANGES

- Dates should be set day/month/year, with no comma in between the elements, e.g., 26 January 1988.
- In general, use words for numbers that are less than 100, and numerals for all other numbers. Number ranges should not be abbreviated.
- In-text number ranges should employ prepositions not dashes:

  Use 'from 1924 to 1928' or 'between 1924 and 1928'

  Do not use 'from 1924–1928', and not 'between 1924–1928'

REFERENCES

AUTHOR-DATE SYSTEM

- In-text citations should follow the author-date system with full documentation in the Reference section.
- Every author mentioned in the reference list must be cited in the main text, and every author cited in the main text must be listed in the reference list.
- Confirm that spelling and dates are consistent between the main text and the reference list.
- Any parenthetical notes or footnotes should be kept short and to a minimum.
- Acknowledgements should not be included as a numbered note but given its own heading and paragraph following the body of the text, prior to the note and reference sections.
IN-TEXT, AUTHOR-DATE CITATION EXAMPLES

(Pickett and White, 1985; Smith, 1987) [Note: alphabetical order]

Jones’s research (1977, 1979a, 1979b) indicates that ...

(Kant, n.d.; McGinnis, forthcoming)

Single Author with Multiple Sources: (Smith, 1993: 63; 1998: 124–169)

Three or More Authors: (Jones, et al. 2001)

Authors with Same Last Name: (D. Smith, 1981; G. Smith, 1999)

REFERENCE LIST

- The reference list must be in alphabetical order. For multiple listings under an author’s name, list the oldest publication first, followed by the other publications, in chronological order.
- Repeat author’s name rather than use underscores or dashes to indicate a subsequent title by the same author.
- Confirm that web links are accessible as cited.

REFERENCE EXAMPLES

BOOK:


TWO AUTHORS, edited volume:


CHAPTER IN A BOOK:

Hermerschmidt, M. 1999. ‘Foregrounding background in academic learning’. In Jones, C., Turner, J. & Street, B.V. *Students Writing in the University*. Amsterdam: John Benjamins, 5-16.


ARTICLE IN A JOURNAL:


ARTICLE IN A JOURNAL WITH DOI NUMBER:

TRANSLATIONS:


[Do not translate foreign titles into English unless it is the English version that is referred to.]

ARTICLE IN A NEWSPAPER OR MAGAZINE:


SLIDES and FILM:


*An Incident in Tiananmen Square*. 1990. 16 mm, 25 min. San Francisco: Gate of Heaven Films.


PAPERS READ AT MEETINGS:


DISSERTATION:


UNPUBLISHED MATERIAL


ORGANISATION AS ‘AUTHOR’:


MATERIALS IN ARCHIVES:


INTERNET / WORLD WIDE WEB SITES: