

# AUTHOR GUIDELINES

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PREPARING YOUR MANUSCRIPT

*For*

◆ **OXFORD HANDBOOKS SERIES** ◆

*and*

◆ **OXFORD HANDBOOKS ONLINE** ◆

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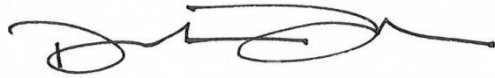
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As an Oxford Handbooks author, you are joining a select group of scholars and scientists invited to contribute an original article on a topic you know well. Your article will provide a critical review of the current state of research and advance your own original argument about the future direction of the debate on the topic. In a culture of information overload, this unique form of research review is more crucial than ever and you should expect a broad scholarly and scientific readership for your work.

These instructions will clarify your responsibilities as author. Please read and follow them carefully to ensure that the publication of your manuscript is rapid and efficient.

Sincerely,

A handwritten signature in black ink, appearing to read 'Damon Zucca', with a stylized, flowing script.

Damon Zucca  
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Oxford University Press

## Who to Contact

Oxford Handbooks Online publishes two types of content: articles that have been commissioned individually and articles that have been commissioned as chapters in a Handbook to appear both in print and digitally.

**If you have been commissioned to write a chapter for an Oxford Handbook the volume editor should be your main point of contact.** This person will be working directly with an OUP editor to establish style conventions for the volume and scope descriptions of each article, and the volume editor will be the first point of contact with OUP's copyeditors. The full Handbook will be added to Oxford Handbooks Online either on a rolling basis as individual chapters are approved or all at once as an e-book when the book appears in print. Speak with your volume editor to clarify these options.

**If you have been invited by the editorial board to write directly for Oxford Handbooks Online your main point of contact will be the OUP developmental editor who first wrote to you about this opportunity.** This person will work with you directly to answer questions about style and process, and he or she will be responsible for managing the review process.

## Your Contract

Your contributor contract should have been provided to you along with these guidelines. If you have not received a contract, please contact your OUP development editor immediately. Otherwise, please print out two copies, sign both and return them to your development editor prior to beginning work on your article. **We will be unable to accept your submission if we have not yet received a signed contract.**

## Writing Your Article

Whether you were invited to write for a print volume or exclusively for digital publication, the structure and aim of your article will be the same. A handbook review article should be a critical, analytical article that makes new and original arguments about the topic assigned. It should survey essential questions and issues, weigh in on crucial debates, and advocate specific opinions. The aim is to highlight and evaluate the most fruitful areas of current research. You should explore areas of controversy and perspectives of interpretation. It need not and should not be non-partisan. Your article provides an occasion to help shape the field by giving primacy to approaches and issues that seem most likely to define the field for subsequent generations.

**Be original.** Make new and original arguments in a new piece composed specifically for the publication. Avoid reproducing text or commentary—even your own—which has already appeared or been published elsewhere.

**Think long-term.** Do not engage with ephemeral issues that will cause your article to date quickly. Exercise judgment on which controversies within the discipline will diminish in significance five or ten years on. While it is not necessary to avoid these controversies altogether, be careful not to overstate them or unduly devote too much space to them. Similarly, do not use your article as an opportunity to respond to a particular journal article in your field. This sort of analysis is invariably tied to a specific period of time and could quickly date the analysis.

**Be selective rather than exhaustive.** You need not provide full historical or geographical coverage. Also avoid autobiographical commentary about your career path or how you came to write on the topic.

**Length and scope.** Follow word count and scope guidelines as set forth in your contract. Do not devote more than a sentence or two to calling attention to the topics you are unable to discuss. Limit the use of jargon and abbreviations and define uncommon technical terms.

**Title.** Your article title is listed on your contract. If you would like to suggest a new one, please confer with your volume editor or OUP development editor. Titles should be concise yet descriptive of the content within. Avoid hypothetical or rhetorical questions, as well as literary language. Avoid using subtitles. When titling your work, consider how you would like the article to appear in [online search results](#). **Please refer to our best practices for titling, included in these instructions.**

**Your reader.** Assume that the primary reader is knowledgeable in the field and its discourse and terminology. Though it is always a good idea to avoid jargon, you can and should engage with the terms and ideas in circulation in the field. You may have a secondary readership of non-specialist scholars and scientist. Consider their needs as well.

**What a handbook review article is not.** Your article provides a critical and analytical review from an original perspective. It is not an encyclopedic summary of its subject matter, nor is it a reference article giving the topic's full historical and geographical development. It is not autobiographical, nor should it chart the author's relationship with the topic in a self-reflexive way.

## Manuscript Submission Checklist

Before submitting your final manuscript, please be sure that:

- ☐ You have returned a signed copy of your contract.
- ☐ You are submitting the final version of your article.
- ☐ Your article title adheres to the best practices outlined below in this document.
- ☐ You provided your full name and affiliation as you want them to appear on the published article.
- ☐ You have provided an [abstract and keywords](#) and, if appropriate, a list of abbreviations and a style guide.
- ☐ Headings and subheadings are concise and consistently formatted.
- ☐ [You have highlighted in-text cross-references which link to articles.](#)
- ☐ You have followed the style guidelines in these instructions or as specified by your volume or OUP editor. Be sure to consult the appendix of these instructions for additional subject-specific guidelines.
- ☐ All special characters, accents, and symbols are as they should appear in the published article. If your article includes non-standard characters and symbols, use Unicode fonts and provide a pdf of your article in addition to a Word version.
- ☐ You have avoided format-specific terminology such as "this book" or "the next page."
- ☐ All notes and references are complete and consistently formatted (see the [Notes, References, and Bibliography](#) section in these guidelines). Your reference list should contain an exact reference for each citation in the text.
- ☐ All written permissions to reproduce images, tables, and text have been paid for and filed with your OUP development editor.

- ☐ You have provided all final versions of images and tables with a complete and accurate caption list, as per the [requirements](#) detailed in these guidelines.

**If you have been commissioned directly for the online service, submit your manuscript to your OUP development editor.**

**If you have been commissioned as part of a handbook, submit your manuscript to your volume editor.**

## Increasing Online Discovery of Your Work

OHO has been engineered to optimize online discoverability. The way your article is titled will have a significant impact on its number of readers. Search engines, including the search functionality in OHO, approach a title on its own terms and do not give much weight to contextual factors like the title of a handbook, keywords, and the abstract. Although the abstract may influence an individual's decision to read the article, the primary consideration for discoverability is the wording of the title itself. The more specific and straightforward the title, the more likely it is that a reader looking for an article on that topic will find your work.

### Best Practices for Discoverable Titles

- ☐ Accurately and specifically describe the content. Avoid terms that are too general.
  - Effective: "Gulags Under Stalin"
  - Less effective: "Gulags"
- ☐ Avoid hypotheticals or rhetorical questions.
- ☐ Consider how readers will search. Use terminology that is frequently searched but does not have too much competition.
  - Effective: "Che Guevara in Bolivia"
  - Less effective: "Building Upon Che Guevara's Bolivia"
- ☐ Note that Google values the beginning of titles more than the end.
- ☐ Use no more than 40 characters in length, including spaces.
- ☐ Specialized terms are highly discoverable ("person in environment theory"). These terms have little competition and a lot of traffic.
  - *Example:* A search for "anthropology and genocide" in Google returns an OHO article titled "Anthropology and Genocide" on the first page of results. However, if you were to search just "Genocide," the same OHO article would unlikely be discovered. "Genocide" is too general a title.
  - *Example:* The title "'Our Paris, Oh Paris: the Post-modern Era in the Metropolis'" is not a highly discoverable title because of its length and because it doesn't include the most likely search phrases for this topic. A more discoverable title may be "The Modernist Movement in Paris."

When using copyrighted images, audio, video, or text, it is the author's responsibility to:

- ☐ Secure nonexclusive worldwide rights to reproduce the material in electronic and print form, in all editions of the work present and future, and in all languages.
- ☐ Pay any permission fees.
- ☐ File permissions with your development editor before submitting your article.

### Images

Images include photos, line drawings (including written music examples), tables, charts, maps, x-rays, brain images, vector graphics and illustrations. Images should be used sparingly and you should consult with your volume editor or development editor before deciding to include them in your article.

Consider the following criteria for inclusion:

- ☐ Is the image important enough to justify the space?
- ☐ Is describing the image in words inadequate?
- ☐ Is the image substantively appropriate to draw attention to the point being made?
- ☐ Is the image current, accurate, and easy to understand?
- ☐ Does the image enhance the information in the text without being redundant?
- ☐ Is the image easily reproducible?

**If you do decide to include images, we strongly suggest choosing non-copyrighted materials. For copyrighted materials, please seek permissions.**

### Image Requirements

- ☐ Provide each graphic component as an individual file. Do not embed them in your manuscript. Do not merge multiple images into a single file.
- ☐ Tables should be Word or Excel files with author name and image number as filenames, e.g. "Smith-Table 1" or they may be embedded in the manuscript.
- ☐ Placement of images and tables in the article should be indicated by callouts in brackets and bold font, e.g. "[insert Smith- Fig 3 here]."
- ☐ Illustrations should be submitted as .tiff (preferred), .jpg image files, or EPS.
- ☐ Digital images should be delivered on CDs/DVDs or via pre-approved FTP sites, at the discretion of your editors. Digital files should be named with author name and image numbers, e.g. "Smith-Fig 8" for the eighth image in your article.
- ☐ Digital art should be at least 300 dots per inch (dpi) when 2400 pixels, or 8 inches, wide.
- ☐ Mail the originals of any photographic prints. Do not scan or photocopy photographs and pictures from a printed work. Do not submit photographs printed from computer screens, video stills, or television. Keep one (photo)copy of each photograph for your records.
- ☐ Prints should be labeled with author name and image numbers, e.g. "Smith-Fig 8" for the eighth image in your article.
- ☐ Indicate orientation of hard copies with "TOP" indicating "top of photo." If the photo needs to be cropped, indicate how on an accompanying photocopy.
- ☐ Provide captions at the end of your article. Captions should be concise and followed by a complete credit line, e.g. "[Smith Fig 1]: A Roman copy (1st century BCE) of a Greek bronze of Alexander the Great. The distinctive hairstyle immediately marks him as Alexander, despite the Roman cuirass.

[Credit line: Alexander the Great. The National Archaeological Museum, Naples. Alinari © Alinari Archives, Florence.]”

- ☐ Confirm if an image is floating or anchored to a specific place in the text.

## Audio and Video

If you are supplementing your article with audio and visual content, please consult with your OUP development editor.

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- ☐ Is the audio or video substantively appropriate to draw attention to the point being made?
- ☐ Is the audio or video current and accurate?
- ☐ Does the audio or video enhance the information in the text without being redundant?
- ☐ Are the audio or video files clear and complete?

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We strongly urge you to request permissions as soon as you know which images, audio, or video you will include in the article, even before you start writing. Securing permission can take months, and the article due date will not be extended because of a missing permission as it is difficult to ascertain whether and when it might be granted. If a copyright holder refuses to grant all the rights requested by OUP, then we will not be able to include the material in the article. **Your article cannot be approved for publication if there are unresolved permission issues. You might be asked to remove the material and revise accordingly. Crediting the source of copyrighted materials is not an acceptable substitute for securing written permission to reprint previously published materials.**

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## Abstracts and Keywords

You must supply an abstract and keywords with your article. Please provide them at the beginning of your document.



## Abstract

The article abstract should be concise, between 3-6 sentences, around 120 words and no more than 150 words. It should provide a clear overview of the content of the article. Where possible, the personal pronoun should not be used, but an impersonal voice adopted: "This article discusses . . ." rather than: "In this article, I discuss . . ."

## Keywords

Please suggest 5-10 keywords that can be used for describing the content of the article and will ensure your article is searchable and discoverable online. Keywords are equivalent to terms in an index in a printed work. Keywords should meet the following criteria:

- ☐ Keywords should be one word where possible, though two- and three-word specialist terms are acceptable where necessary.
- ☐ Keywords should not be too generalized.
- ☐ Each keyword should appear in the accompanying abstract.
- ☐ Keywords may be drawn from the article title, as long as they appear in the text of the related abstract.

## Sample abstracts and keywords

*Article title:* The Afferent Synapse

*Abstract:* This article introduces a number of critical features of the afferent synapse with particular reference to mammalian hearing. The auditory synapse is the first relay point for the input of sound into the nervous system and the properties of this synapse determine how well a signal from the hair cells is relayed up the auditory brainstem. This information is re-encoded as a pattern in the auditory nerve for subsequent analysis by the brain. The design of the afferent synapse ensures that the information content is not degraded. The article describes the structure and physiology of the afferent synapse and explains the presynaptic and postsynaptic mechanisms. Furthermore, it reveals the paired presynaptic and postsynaptic responses. In addition, it also describes the concept of synaptic adaptation and the genetics of the synapse. It also states that it is sometimes necessary to extrapolate from non-mammalian systems.

*Keywords:* [afferent synapse](#), [mammalian hearing](#), [auditory synapse](#), [presynaptic and postsynaptic mechanisms](#), [synaptic adaptation](#), [genetics of synapse](#)

*Article title:* Public Sector Contracting

*Abstract:* This article looks at the structural changes that have resulted from the economy-wide application of contracting out. The public sector is perhaps the one that has been most profoundly affected by it, and about which controversy concerning the appropriate scope of private and public production continues to smolder. This article takes a forward look at contracting trends, not by gazing at a crystal ball, but by asking whether contracting is a fad. It also examines the downsizing phenomenon and the ongoing confusion between its role and that of contracting out. Lastly, it addresses the matter of where and when the bounds of contracting out will be identified, but finds no definitive answer on the basis of current trends.

*Article Keywords:* boundaries, contracting out, downsizing, fads, outsourcing, public sector, structural changes, trends

## Notes, References, and Bibliography

If you are writing an article for a handbook, please consult your volume editor about which reference style you should use and format your citations accordingly.

If you are writing exclusively for the online service, your OUP development editor will let you know which reference style to use. Please use these guidelines in conjunction with instructions from your OUP editor.

Examples of different styles are available in the [appendix](#). If you feel strongly that your article requires a different citation style than what you've been instructed to use, please discuss with your development editor before submitting your article.

During copyediting, your references will be edited for style but will not be fact-checked, so please pay special attention to the accuracy of your references. Please also ensure that all references are full, complete, and consistently formatted. Do not use *ibid.*, *id.*, *op. cit.*, or other such reference abbreviations. Do not use a long dash to replace a repeated author name in a bibliography or reference list. Give page ranges in full (651–652, not 651–52).

### **Numbered Endnotes with a Bibliography**

List any endnotes at the end of your article. Use superscript numbers (e.g., text<sup>1</sup>) to indicate the note reference in text. Please provide full reference citations in the endnotes, so that the endnotes can stand alone without the bibliography. (You may also have explanatory endnotes, but please try to keep these to a minimum.) The bibliography should serve as a guide for someone coming new to the field to read their way into the topic, containing all of the most recent key works in the field. The bibliography need not contain every reference cited and can contain references you have not cited in the endnotes.

### **Author-date Citations with a Reference List**

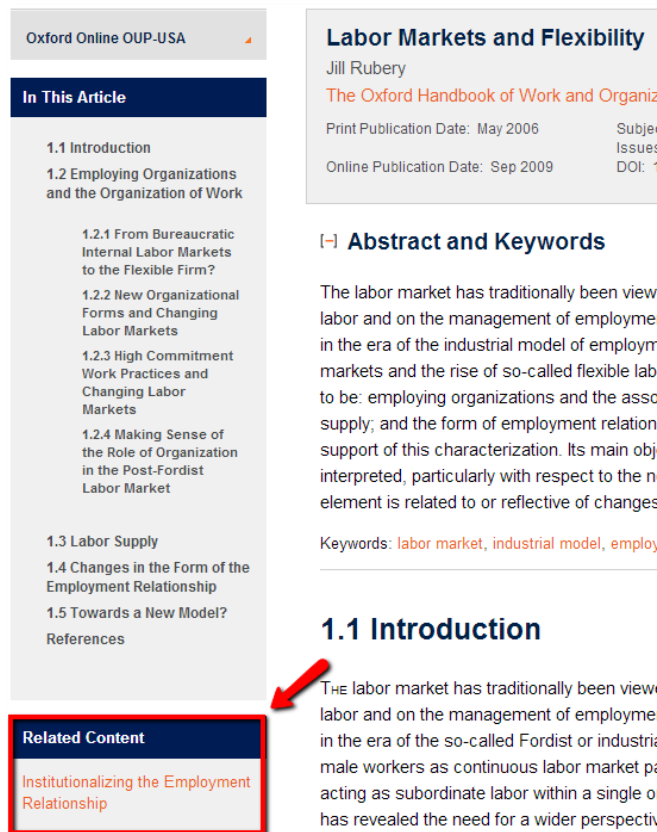
Reference citations are indicated in the text by author last name and year inside parentheses: e.g., (Smith, 2009). These citations refer the reader to full bibliographic information in a reference list at the end of your article. The reference list should contain all works directly cited in your article and should not contain any works that you have not cited. If you find that some core works are not referenced in your article, you may provide additional references under the heading “Further Reading” immediately following the reference list.

## **Cross-references and Related Articles**

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### **Related Articles**

Related articles are linked at the article level. They are often referred to as “See also’s” in print and tend to appear at the end of an article. On OHO, related articles will appear as a sidebar (see the below screenshot). For example, from the article “Labor Markets and Flexibility,” the reader would be able to link directly to “Institutionalizing the Employment Relationship” from the sidebar. In this way, OHO allows researchers to navigate the entire discipline. You may suggest these article-to-article links by listing related articles at the top of your manuscript. Suggestions are subject to editorial approval.



## Cross-references

Cross-references refer to in-line links to other articles (again, in the same discipline), or to other headings in your article or to specific headings in other articles (same discipline). You are not required to create or suggest cross-references but they greatly improve the research journey and usefulness of your content.

Cross-references must target a specific point in the text. Avoid using locators such as “see above,” “see below,” “infra,” “supra,” or “see p. XX.” If you are cross-referencing to an article, please highlight the relevant terms in yellow so our editorial staff can spot it easily.

For example: “According to John Smith’s essay on **business history**, a distinct area of scholarship emerged in the late 1920s.” In this sentence, “business history” may link to an article called “Business History” or to a section called “Business History.”

## URLs

You may link from a specific place in your text to a non-OHO web address. Simply provide the full URL in your manuscript.

For example: “The interactive map[<http://www.ucalgary.ca/arcticexpedition/>] offers brief descriptions of Operation Muskox, Operation Lemming, and other defense-related activity in the Canadian Arctic.”

## Style, Spelling, and Format

If you have been commissioned as part of a handbook, please consult with your volume editor. He or she, along with the OUP editor, will determine which style guide to use throughout the book.

If you are writing exclusively for the online service, your OUP development editor will let you know which style to use. Please use these instructions, including the appendix below, in conjunction with instructions from your OUP editor.

### **Style and Spelling**

Most articles will follow the *Chicago Manual of Style*, 16<sup>th</sup> edition.

Psychology, Earth Science, and other scientific articles will follow the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition.

In all cases use the Oxford comma: “one, two, and three” (not “one, two and three”).

For articles using US spelling, your copy editor will follow the *New Oxford American Dictionary* and the *Chicago Manual of Style*, 16<sup>th</sup> edition.

For articles using UK spelling, the *New Oxford Spelling Dictionary* and *New Hart’s Rules* (2005). will be followed. Use the ending -ize/-ization/-izing in all words where this alternative is available in British English. Note that “z” may not be substituted for “s” in words ending -yse (“analyse,” “paralyse”).

Any style guidance provided in these instructions supersedes that of *Chicago*, *APA*, and *Hart’s Rules*. See [Notes, References, and Bibliography](#) for information on how citations will be styled and see the appendix below for examples and more detailed subject-specific style guides.

### **Headings**

Headings and subheadings should be concise, consistently formatted, and clearly identifiable. This means all first-level headings should be formatted the same way, all second-level headings should be formatted the same way and differently from first-level headings, and so on. Use no more than three levels of headings. Think of headings as keywords for an online search. Headings must not include cross-references or cues to tables, figures, or notes.

### **Format**

A manuscript page is a double-spaced, letter-size page, typed in Times New Roman 12 point. Please keep formatting such as bold, underlining, manual section and page breaks, to a minimum. Also, please turn off the automatic hyphenation function. Assign your article a file name with author name first followed by article title.

## **You’ve Submitted Your Article: Next Steps**

### **The Review Process**

If you have been invited to write for the online service, your development editor will first review your manuscript for sense and scope against the parameters outlined in your contract. Barring the need for major revision at this stage, the development editor will submit your article to peer review, the results of which will be returned to you for response. Once the peer review has been satisfactorily addressed, the development editor will submit your article to the editor in chief for final approval for publication. At this time, the editor in chief may also suggest [cross references and related articles](#).

If you have been commissioned as part of a handbook, your volume editor will review your article and work with you directly on any revisions that may be needed. After your volume editor approves your article, he or she will submit it to the OUP editor who will review for sense, scope, and potential [cross references and related articles](#).

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## Print Publication

Once the full handbook manuscript has been submitted, we will start the print publication process.

## Updating Your Article

If you have been commissioned to write a chapter in a handbook and your article has been published online in advance of print publication, you may update your article between online publication of your article and print publication of the entire volume. Please contact your volume editor and your OUP development editor with any changes. There are three levels of revision to consider: corrections, updates, new articles.

### Corrections

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### Updates

Updates can and will be wide-ranging. They include, but are in no way limited to, adding coverage of a new argument, adding a discussion around recent developments in the field, or updating the article's bibliography. The original publication of your work is a permanent record of research, held to the same standard of print publications that live on the shelf, often in perpetuity. If a researcher cites your article in their work, they expect that reference to remain consistent and relevant. As such, all previous versions of an updated article will remain accessible to the reader via the most recent version of your article. The most recent version of your article will be the default version researchers are directed to. Updated articles have new online publication dates and updated bibliographic data.

### New Articles

If an article is updated to the extent it constitutes a new and individual work, there will be no relationship between the previous version(s) and will be a separate publication. The decision to create a new article will be made in consultation between the author, the editorial board, and the editor in chief. A "Related Article" link may be created but the articles will not be grouped together in search results and will have distinct bibliographic data.

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## Appendix

### Example: Numbered Endnotes with Bibliography

#### Notes

1. Immanuel Kant, *Critique of Pure Reason*, trans. N. K. Smith (New York: St. Martin's Press, 1965).
2. Kant, *Critique*, 43.
3. Philip Kitcher, *The Nature of Mathematical Knowledge* (New York: Oxford University Press, 1983), chap. 1.
4. W. V. Quine, "Two Dogmas of Empiricism," in *From a Logical Point of View*, 2d rev. ed. (New York: Harper and Row, 1963).
5. Hilary Putnam, " 'Two Dogmas' Revisited," in *Realism and Reason: Philosophical Papers*, vol. 3 (Cambridge: Cambridge University Press, 1983).
6. Tyler Burge, "Content Preservation," *Philosophical Review* 102 (1993): 457–488.

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Alston, William P. *Epistemic Justification*. Ithaca, N.Y.: Cornell University Press, 1989.

Alston, William P. "Meta-Ethics and Meta-Epistemology." In *Values and Morals*, edited by A. I. Goldman and J. Kim, pp. 275–297. Dordrecht: Reidel, 1978.

Hetherington, Stephen. *Epistemology's Paradox*. Lanham, Md.: Rowman & Littlefield, 1992.

Moser, Paul K., J. D. Trout, and D. H. Mulder. *The Theory of Knowledge*. New York: Oxford University Press, 1998.

Novak, William J. "The Myth of the 'Weak' American State." *American Historical Review* 113 (June 2008): 752–772. doi:10.1086/ahr.113.3.752.

### Example: Author-Date Style with Reference List

#### (text)

The importance of knowledge as a crucial asset for firm performance has been of growing interest to organizational scholars over the last two decades (for example, Cook and Brown, 1999; Grant, 1996; Kogut and Zander, 1992; Nonaka and Takeuchi, 1995; Orlikowski, 2002; Spender, 1996). Whilst Nag et al. (2007) accepted that both institutional and organizational structures can retain knowledge, a significant portion of this knowledge is also contained in the cognition of the firm's constituent employees and other stakeholders; that is, within its human capital (Scott, 1995a, 1995b; Tsoukas, 1996).

#### References

Cook, S. D. N., and Brown, J. S. (1999). "Bridging Epistemologies: The Generative Dance between Organizational Knowledge and Organizational Knowing." *Organization Science* 10(4): 381–400.

Kogut, B., and Zander, U. (1992). "Knowledge of the Firm, Combinative Capabilities, and the Replication of Technology." *Organization Science* 3(3): 383–397.

Nag, R., Corley, K. G., and Gioia, D. A. (2007). "The Intersection of Organizational Identity, Knowledge, and Practice: Attempting Strategic Change via Knowledge Grafting." *Academy of Management Journal* 50(4): 821–847.

Nonaka, I., and Takeuchi, H. (1995). *The Knowledge-Creating Company* (New York: Oxford University Press).

Orlikowski, W. J. (2002). "Knowing in Practice: Enacting a Collective Capability in Distributed Organizing." *Organization Science* 13(3): 249–273.

Scott, W. R. (1995a). *Organizations and Institutions* (Thousand Oaks, Calif.: Sage).

Scott, W. R. (1995b). "Organizational Knowledge." *Organization Science* 6(5): 300–307.

Spender, J.-C. (1994). "Organizational Knowledge, Collective Practice and Penrose Rents." *International Business Review* 3(4): 353–367.

Tsoukas, H. (1996). "The Firm as a Distributed Knowledge System: A Constructionist Approach." *Strategic Management Journal* 17(Winter special issue): 11–25.

#### **Further Reading**

Beal, D. J., Weiss, H. M., Barros, E., and MacDermid, S. M. (2005). "An Episodic Process Model of Affective Influences on Performance." *Journal of Applied Psychology* 90(6): 1054–68. doi: 10.1037/0021-9010.90.6.1054.

Senge, P. M. (1991). *The Fifth Discipline: The Art and Practice of the Learning Organization* (New York: Doubleday).



## SUBJECT-SPECIFIC STYLE AND REFERENCE GUIDES

### Musicology, Philosophy, Business, Political Science

Follow the *Chicago Manual of Style*, 16<sup>th</sup> edition.

<http://www.chicagomanualofstyle.org/16/contents.html>

### Economics and Finance

- Follow the *Chicago Manual of Style*, 16<sup>th</sup> edition.  
<http://www.chicagomanualofstyle.org/16/contents.html>
- LaTeX files are acceptable, but be sure to include all supporting files and a PDF
- EPS files of line drawings are preferred
- Microsoft Word's Equation Editor is converted to Math Type, so be mindful of any possible changes in spacing when reviewing copyedits and typeset proofs

### Religion

Follow the *Chicago Manual of Style*, 16<sup>th</sup> edition, with endnotes.

<http://www.chicagomanualofstyle.org/16/contents.html>

### Science, Psychology\*, Neuroscience\*, Linguistics, Earth Science\*

Follow the *Publication Manual of the American Psychological Association*, 6<sup>th</sup> edition.

<http://www.apastyle.org/>

\*For Psychology and Neuroscience see additional guidelines below.

\*For Earth Science be sure to include content on the applicability of the research discussed and human response regimes to the phenomenon researched.

### Literature

Follow the *MLA Handbook*.

<http://www.mla.org/store/CID24/PID363>

### US-based History and Classics

Follow *Chicago Manual* humanities documentary style (footnotes and full bibliography).

<http://www.chicagomanualofstyle.org/16/contents.html>

### US-based New World Archaeology (e.g. Aztecs, South American Arch, etc.)

Follow style guide for the Society for American Archaeology (SAA)

<http://www.saa.org/AbouttheSociety/Publications/StyleGuide/tabid/984/Default.aspx>

## PSYCHOLOGY AND NEUROSCIENCE CHAPTER WRITING TEMPLATE

- ☐ Sections should appear in the exact order shown.
- ☐ Headers in <<brackets>> should be replaced with appropriate text.
- ☐ Headers in **boldface** must be used as section headers as shown.
- ☐ Text in *italics* specifies contents of section

**Chapter Title** *(See titling instructions above.)*

**Author's Name** *(First name, middle initial, and last name exactly as you wish them to appear in print.)*

**Author's Affiliation** *(Your current institutional affiliation as you wish it to appear in print.)*

**Abstract and Keywords** *(See instructions above.)*

**Introduction** *(Define the topic and its parameters.)*

**Subheads** *(Body of chapter; please use up to 4 levels of subheads tagged (h1), (h2), (h3), (h4).)*

A note about subheads:

- Avoid skipping headings where possible, e.g., going from <h1> to <h3>, as it is not logically consistent and will not look appropriate the online version of the article.
- Do not insert partial heading levels, such as <h1.5>.
- Do not label chapters by parts (Part 1, Part 2, etc.).
- Do not mark cross-references in chapter headings. For example, superscripts pointing towards footnotes/endnotes or bibliographic references should not be used within chapter headings.
- A tip for how to indicate heading level in MS Word: You can differentiate by using special formatting, e.g., bold and all caps for <h1>, followed by bold for a <h2>, so long as it's consistent. You may prefer, however, in Microsoft Word 2010, to use "Styles" on the Home menu screen. This provides formatting options for Headings 1 through Headings 4, and even beyond (but don't go further).

**Conclusion** *(Summary and concluding remarks.)*

**Future directions** *(3 – 10 questions presenting future directions for the field, difficult problems to be solved, or topics that remain to be addressed.)*

**Endnotes (if needed)** *(Insert endnotes manually. No footnotes.)*

**References** *(Document in APA style all in-text citations and sources. Please pay special attention to the accuracy of the references; OUP will not be fact-checking them. )*