



STYLE CHECKLIST

Please see Social Alternatives Style Guide for more detailed style and formatting information.

Order

- title page (for author's submitting their article for refereeing)
- abstract (150 words or less)
- article text
- appendix(s)
- endnotes (no footnotes)
- references
- biographical paragraph
- blow-ups
- diagrams, images, tables

Presentation

- 1500-3000 words
- 12 pt Times font
- 1½ or double-spaced
- left justified
- all formatting codes removed
- all in-text references included in reference list; all references have in-text citations.
- camera ready diagrams, images, tables
- one file

Formatting

- paragraphs
- spacing
- hyphens
- quotations
- capitalisation
- numbers
- tenses
- gender-neutral language
- foreign words
- full stops
- active voice
- in-text referencing format
- referencing list format
- endnote format