



Scottish Journal of Performance

Style Guide (Version 2.0 - August 2018)

Abstract	Indented both sides; justified (last line aligned left) c.150 words
Article type (if needed)	RESEARCH ARTICLE bold caps; aligned left
Body of text	1.5 spaced with 10 pt after; Times New Roman 12pt or Arial 11pt; aligned left; black
Dates	1 February 2001 (Not 1 st February 2001) 01/02/01 (date, month, year) – for use in tables only Twenty-first century
Document (file) type	All written submissions must be in .doc or .docx formats
Headings	SJoP only uses three levels of heading: H1: Bold H2: <i>Bold italic</i> H3: <i>Italic</i> Only first word and proper nouns capitalised; standard text-size
Hyperlinks	Underlined; black
Images	JPEG format (at least 300 dpi) via email File name: <i>title of paper_image1.jpg</i> Clear notation should be provided within the body of the text to indicate the placement of the image (e.g. INSERT IMAGE 1 HERE)
Journal abbreviation	“The Scottish Journal of Performance” may be abbreviated to “SJoP”
Language	All submissions must be in English (UK). Please avoid American spellings, except when used in a title or a citation.
Lists	<i>Ordered:</i> <ol style="list-style-type: none"> 1. First entry <ol style="list-style-type: none"> 1. Sub-point one 2. Sub-point two 2. Second entry <i>Unordered:</i> <ul style="list-style-type: none"> • Use bullets
Musical examples (audio)	Compressed MP3 file by email / online file storage provider File name: <i>title of paper_audio1.mp3</i>
Musical examples (written)	Typeset exported as image (JPEG – see <i>Images</i>); minimum staff-height 6.5mm; notation at concert pitch preferred (if this is not practical, transpositions must be detailed); all non-standard notation explained

Names	On first mention, write the name in full; thereafter, surname only.
Numbers	Integers below 10 should be written-out (e.g. one, two, three). 10%, 10mm, 10kg (except at beginning of sentence, or chapters).
Order of sections	<ul style="list-style-type: none"> • Title • Abstract • Body of text • Funding (if applicable) • Acknowledgements (if applicable) • References • Appendices (if applicable) • About the author
Page Numbers	Lower case Roman numerals (i, vi, xxi, etc.); bottom, aligned right
Page Size	A4
Paragraphs	No indent
Quotations	<p>Fewer than 40 words: in-line text; single quotation marks; double quotation marks to be used for quotations within a quotation</p> <p>More than 40 words: indented both sides; justified (last line aligned left); without quotation marks; author and year of publication aligned right below quotation</p>
References	<p>Harvard Style</p> <p>For a full description of Harvard citation style, please see Anglia Ruskin University Library's guide at http://libweb.anglia.ac.uk/referencing/harvard.htm or you can download a PDF version.</p> <p>We gratefully acknowledge the kind support of Anglia Ruskin University.</p>
Tables	<p>(Table 1) in body of text.</p> <p>Table 1. Title initial cap only (aligned left above table)</p> <p>Note: This is a note. (aligned left under table)</p>
Technical language	As SJoP is a multi-disciplinary publication, all discipline-specific terminology should be explained in parenthesis at its first mention.
Title	Bold, only first word and proper nouns capitalised Centred; larger text-size
Video	<p>Link to externally hosted version for peer review purposes (e.g. YouTube or Vimeo).</p> <p>Compressed MPEG4 file by email / online file storage provider for final copy (do not send until requested). File name: <i>title of paper_video1.mpeg</i></p>