

Abstract	Indented both sides; justified (last line aligned left) C.150 words
Article type (if needed)	<b>RESEARCH ARTICLE</b> bold caps; aligned left
Body of text	Double-spaced; Times New Roman 12pt or Arial 11pt; Aligned left; black
Dates	1 <sup>st</sup> 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: <b>Bold</b> H2: <b><i>Bold italic</i></b> H3: <i>Italic</i> Only first word and proper nouns capitalized; 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)
Lists	<i>Ordered:</i> <ol style="list-style-type: none"> <li>1. First entry <ol style="list-style-type: none"> <li>1. Sub-point one</li> <li>2. Sub-point two</li> </ol> </li> <li>2. Second entry</li> </ol> <i>Unordered:</i> <ul style="list-style-type: none"> <li>• Use bullets</li> </ul>
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

Numbers	Integers below 10 should be written-out (e.g. one, two, three). 10%, 10mm, 10kg (except at beginning of sentence)
Order of sections	Title Abstract Body of text Funding (if applicable) Acknowledgements (if applicable) References Appendices (if applicable)
Page Numbers	Roman Numerals; bottom, aligned right
Page Size	A4
Paragraphs	No indent
Quotations	Fewer than 40 words: in-line text; single quotation marks; double quotation marks to be used for quotations within a quotation  More than 40 words: indented both sides; justified (last line aligned left); without quotation marks; author and year of publication aligned right below quotation
References	Harvard Style  For a full description of Harvard citation style, please see Anglia Ruskin University Library's guide at <a href="http://libweb.anglia.ac.uk/referencing/harvard.htm">http://libweb.anglia.ac.uk/referencing/harvard.htm</a> or you can download a <a href="#">PDF version</a> .  We gratefully acknowledge the kind support of Anglia Ruskin University.
Tables	(Table 1) in body of text. Table 1. Title initial cap only (aligned left above table) Note: This is a note. (aligned left under table)
Technical language	As SJoP is a multi-disciplinary publication, all discipline-specific terminology should be explained, in parenthesis, at its first mention.
Title	<b>Bold, only first word and proper nouns capitalized</b> Centred; larger text-size
Video	Link to externally hosted version for peer review purposes (e.g. YouTube or Vimeo).  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>