1) House Style

Journal articles and book chapters should be submitted to the Editor or Press as Word files with the text double spaced.

Journal article Authors should refer to the style guide of the relevant journal in the first instance.

UK spelling should be used throughout, unless forming part of a quotation.

Punctuation
Punctuation should consistently follow UK conventions (except in quotations from other sources, where the punctuation convention of the original should be retained). UK style uses single inverted commas, except for quotations within quotations (which have double inverted commas).

Hyphenation
Please consult the Oxford English Dictionary (OED) for guidance. Hyphenation must be used consistently throughout your text.

Capitalisation
Keep capitalisation to a minimum and use only for proper nouns and formal names of organisations, etc.

Italics and bold
Use both minimally. Use italics and not bold for emphasising words within the text. Use italics for the following: book and journal titles, newspaper titles, film titles, play titles, stage directions, foreign words/phrases (that are not in common usage), song titles, etc.

Numbers and dates
- Spell out numbers up to but not including 10.
- Elide numbers to minimum digits, e.g. 233–4; dates, e.g. 1993–4. Do not elide in titles and headings.
- Centuries should be written as words not numbers, e.g. eighteenth century. Hyphenate if used as an adjective, e.g. eighteenth-century masterpiece.
- Dates as UK usage: 18 August 2015.

Quotations
- Quotations should be indicated by single quotation marks but use double quotation marks for quotations within quotations.
- Indent quotations of more than 40 words and do not use quotation marks for these.
- Quotations should remain exactly as they are in the original.
References

- Use endnotes rather than footnotes, at the end of an article or chapter, unless otherwise agreed (exception for Postgraduate Perspectives on the Past and Performance and Mindfulness, where footnotes are preferred).
- A reference list should generally contain all the sources cited in the text and notes and any other important titles that you think should be included. It should aim to provide a useful and concise reference guide to works relevant to the subject of your publication.
- Use APA 7th referencing system except for the following exceptions:
  - Performance and Mindfulness – Harvard
  - Journal of Performance Magic – Harvard

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Figures

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- Figures can be supplied as JPEG, TIFF or EPS files, or added into the main body of text.
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Tables should be placed at the correct point in the text, numbered sequentially with clear captions and referred to in the main body of the text.

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See the Article Template, which is accessed on the journal website, for required formatting and layout, including headings and placement of figures and tables.

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6) Monographs

Structure

You must create a separate document for every major subdivision of the text:

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