



Style Guide

This style guide is provided to help you prepare an article that matches the journal style. Following this when preparing your article will save time for both you and the journal editors. Acceptance of your article will not be based on how well you implement the style guide; however, we may return articles to you for further work if you have not adhered to the suggestions provided here.

Title in bold, sentence case (capital on proper nouns only)

Rest of article in 12 point font

Occasional use of *italics for emphasis* or publication titles, but no use of underline or bold for emphasis

First level headings in bold, sentence case.

Use of numbers for sub-headings acceptable, but no more than two heading levels (1, 1.1)

Second level headings in bold italics, sentence case.

Abstract

Please provide an abstract for your piece of no more than 300 words. Your abstract should provide an overview and summary of your article, rather than a 'teaser' or an introduction. Articles selected for the 'Updates' section do not need to provide an abstract upon submission.

Keywords

Please provide up to five keywords

Disclosure statement

This is to acknowledge any financial interest or benefit that has arisen from the direct applications of your research.

Acknowledgements

Authors may provide a short statement to acknowledge the contribution of colleagues, research participants or reviewers.

Funding details.

Please supply all details required by your funding and grant-awarding bodies as follows:

This work was supported by the [Funding Agency] under Grant [number xxxx].

Tables and figures

Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables and figures should be supplied as separate files.

Ensure you have permission to use any tables or figures you are reproducing from another source, and provide the source details with the caption.

Captions should be provided for all tables and figures.

Tables and figures must also be referenced in the text.

...as seen in Figure 1...

As demonstrated in Table 2...

Language

All contributions must be written in English. Words or phrases from other languages may be included, but these should be indicated in italics.

Numbers

Spell out numbers one to ten, use numerals for 11 and above

Dates

No punctuation between the day, date, month and year and do not use '1st', '2nd', '3rd', etc.

1 January 2000

Assignments must be completed by Monday 25 December 2017.

Use an en dash in a range of dates

The centre is open from 1–15 October.

Use figures and no apostrophe

in the 90s

the 1960s

Avoid use of abbreviation to prevent confusion between British/American methods of recording dates

10 March 2018

not 10/03/2018 or 03/10/2018

Capitals

Minimize capitalization, use on proper nouns, use sentence case through, including titles and subheadings

Use capitals when referring to specifics
the Australian Federal Government
Jefferson County

but avoid for general use
with regards to the government of cities
at the county-level

Quotation marks

Use single quote marks, except 'where a "quote" is within a quote'

Dashes and hyphens

Use unspaced em dash for parenthetical expressions
Upon discovering the errors—all 124 of them—the publisher immediately recalled the books.

En dash for dates and compounds
2007-2008
long-term plan

Spelling

There is no spelling style preferred, however consistency within the manuscript is expected.

Footnotes and endnotes

Minimize use of footnotes and endnotes. Footnotes or endnotes should not be used for referencing, only explanatory text and should be used sparingly. Footnotes should be marked in superscript numerals after punctuation.¹

Article types

The Radical Housing Journal selects articles for the various sections of the publication. Each article type has a different purpose and different word length. Please be sure you are aware which section of the journal you are submitting to and which your article has been selected for, and that you understand the requirements for this.

1. The long read

- Focus on critical analysis and theory-making
- MAX 8,000 words per article, including references, excluding pictures

- Papers should aim for theoretical innovation and conceptual finesse.

2. Retrospectives

- Focus on specific cases, histories, actions, events
- MAX 8,000 words per article, including references, excluding pictures
- Paper should aim for historical rigour and depth.

3. Conversations

- Reflections from the field of action, organisation, research practice
- MAX 6,000 words
- Debate-like pieces, written collectively, to reflect on specific actions, strategies, events.

4. Updates

- Reviews, provocations, updates on actions/events/movements/programs
- MAX 1,500 words per text

References—in-text

(Adapted from http://www.tandf.co.uk/journals/authors/style/layout/style_chos.pdf)

References should be cited in the text by giving the last name of the author(s) followed by the year of publication in parentheses.

Baxter & Lees (2009) commented on how the combination
Social isolation may be an important factor (Evans, 2003).

If the work being cited has three or more authors, use et al.

Studies have shown that spending time in natural settings has restorative effects (Hartig et al., 1991).

If several works are being cited, order alphabetically by author surname, e.g.

There have been several recent studies on this topic (Adamson, 2000; Briars, 1999; Williams, 1900).

Direct quotes should always include page number. E.g.

Jane Jacobs has been described as ‘the most celebrated of the early critics’ of the effects of centralised rational planning on urban life (Ley, 1987, p. 307).

If two works by the same author with the same year are cited, distinguish as follows both in text and in reference list:

Housing expanded in the 1990s (Smith, 1992a, 1992b; Thomas, 1998).

If two authors with the same surname, but different forenames are cited, please include initials (or full forenames if necessary to eliminate ambiguity)

Housing expanded in the 1990s (Smith, R., 1992; Smith, T. 1994; Thomas, 1998).

Reference list

(Adapted from http://www.tandf.co.uk/journals/authors/style/layout/style_chos.pdf)

Use author initials only except where multiple entries with same surname occur.

Every reference list entry to end with a full stop. Italics for publication names, no quote marks for article/chapter names.

Books

Mitchell, T. R., & Larson, J. R., Jr. (1987) *People in Organizations: An Introduction to Organizational Behavior*, 3rd ed., pp. 3-10 (New York: McGraw-Hill).

Book chapter

Bjork, R. A. (1989) Retrieval inhibition as an adaptive mechanism in human memory, in: H. L. Roediger III & F. I. M. Craik (Eds) *Varieties of Memory & Consciousness*, pp. 309–330 (Hillsdale, NJ: Erlbaum).

Journal article

Pokrant, B. & Reeves, P. (2003) Work and labour in the Bangladesh brackish-water shrimp export sector, *South Asia: Journal of South Asian Studies*, 26(2), pp. 359–389.

Newspaper article

Schwartz, J. (1993) Obesity affects economic, social status, *The Washington Post*, September 30, p. 5.

Conference paper

Singh, O. P. (1993) Drainage problems and design criteria for land drainage systems, in: *Proceedings National Workshop on Sustainable Irrigation in Saline Environment*, February 17– 19, Karnal, Central Soil Salinity Research Institute.

Online source

Dorling, D. (2013) Are today's second-year students the unluckiest cohort ever? *The Guardian*, October 28. Available at: <http://www.theguardian.com/education/2013/oct/28/dannydorling-letter-to-students> (Accessed 13 April 2015).

Report

Broadhurst, R. G. & Maller, R. A. (1991) *Sex Offending and Recidivism* Technical Report No. 3, Nedlands, Western Australia: University of Western Australia, Crime Research Centre.

Thesis

Bower, D. L. (1990) Employee assistant programs supervisory referrals: Characteristics of referring and non-referring supervisors, Doctoral dissertation, Cornell University, 1990.