Introduction
It is important when submitting a piece of writing for publication to conform the conventions described in the publisher’s style guide. These conventions are designed to promote clarity, making submissions easier to read and highlighting where external sources have been used. The following sections specify the requirements of Estro’s style guide.

Section A: Formatting

1. Page Layout and Text
Submissions must be word-processed, in 12 point, Times New Roman font with numbered pages.

The main body of the text should be double-spaced, with breaks between paragraphs and headings in bold. The main title of the piece should also be underlined.
Foreign language words and titles of complete publications (e.g. books, newspapers or journals) should be italicised. Titles of parts of publications (e.g. book chapters or journal articles) should be in inverted commas.

2. Quotations
Short quotations can be included as part of the relevant sentence, signposted by inverted commas. Longer quotations (more than 50 words) should start on a new line, be single spaced and indented from the text. Inverted commas are not required here.

Omissions within a quotation should be indicated by an ellipsis (…) while additional words should be placed inside square brackets.

3. Notes
Notes to the text should be included as footnotes (not endnotes) and single spaced in 10 point, Times New Roman font.

Section B: Citations
When writing a piece of work you should provide references to the sources used. A reference is a detailed bibliographic description of the item from which you gained your information. This means the details of the items that you have used, eg., author, title, date, etc. Full references of sources should be listed at the end of your work as a reference list. This list of references is arranged alphabetically, usually be author.

1. Citations in the text
Estro uses a version of the Harvard referencing system. All citations taken from a source regardless of whether directly quoted or paraphrased need to be referenced in the text of your assignment. To link the information used in your text to its source (book, article, etc) put the author’s name and the year of publication at the appropriate point in your text. If the author’s name does not naturally occur in your writing, put the author’s surname and date in brackets.

So if the authors’ name is John Robert Jones, you would use the surname Jones and the date to cite in the text:

‘There is some evidence (Jones, 1992) that these figures are incorrect.’

If the author’s name is part of the statement, put only the year in brackets:

‘Jones (1992) has provided evidence that these figures are incorrect.’
It is claimed that government in the information age will “work better and cost less” (Bellamy and Taylor 1998, p.41).

Note: If you are giving a direct quotation then you must include the page number.

If there are more than two authors, cite only the first one followed by ‘et al.’ (which means and others):

….adoptive parents were coping better with the physical demands of parenthood and found family life more enjoyable (Levy et al. 1991).

Note: Up to three authors names can be given in your reference list/bibliography.

If an author has published more documents in the same year, distinguish between them by adding lower-case letters:

e.g. In recent studies by Smith (1999a, 1999b, 1999c)...

1.1 A note about dates: If no date can be established you can use ‘n.d’. e.g. Webb (n.d.)

If the date can be established but only approximately you should use ‘c.’ e.g. Webb (c.2001)

1.2 If you wish to cite a work described in another work
When an author quotes or cites another author and you wish to cite the original author you should first try to trace the original item. However, if this is not possible, you must acknowledge both sources in the text, but only include the item you actually read in your reference list.

e.g If Jones discusses the work of Smith you could use:


Or Smith’s 2008 study (cited in Jones, 2008, p.156) shows that...

Then cite Jones in full in your reference list.

Citing web resources in the text use:
Author, but then if not available use the organisation as author. If there is no organisation use the title of site. If there is no author, organisation or title, then use the truncated web address (You should question whether this resource is suitable for academic work)

1.3 Information found in more than one source
If you find information in more than one source, you may want to include all the references to strengthen your argument. In which case, cite all sources in the same brackets, placing them in order of publication date (earliest first). Separate the references using a semi-colon (;).

e.g. Several writers (Jones 2004; Biggs 2006; Smith 2008) argue…

2. Reference List/Bibliography
Full references of sources used should be listed at the end of your work as a reference list. This list of references is arranged alphabetically usually by author.

If the author is James Robert Jones this will become Jones, J.R. and Abdhul-Rahman Al – Haddad would be Al-Haddad, A.

The date is in brackets after the author. In these examples the source has been italicised, but you can also emphasise the source by underlining or typing in bold. It does not usually matter which you use, so long as you are consistent throughout your reference list.

2.1 References in Books
Author(s), (Year) Title. Edition – if not the first. Place of Publication: Publisher.


Books with two or three authors


Books with more than three authors
Give the name of the first author followed by ‘et al.’(and others).
Books with one or more editor(s) – include the abbreviation (ed.) or (eds.) after their surname.

EDITOR(S) (ed./eds.) – (Year) Title. Edition: Place of Publication. Publisher.


Chapters in books

AUTHOR(S) (Year) Title of chapter. In: AUTHOR(S)/EDITOR(S), ed(s). Book title. Edition. Place of Publication: Publisher, Pages. (use p. or pp. for multiple pages)


Note: Electronic books should be cited exactly the same as print, following the rules above.

2.2 References – Other Sources

Journal Articles

AUTHOR(S) (Year) Title of article. Title of journal, Vol. no (Part no./Issue/Month), Pages, use p. or pp.


Note if you are referencing an electronic journal article, use the standard referencing format

e.g. DREXHAGE, J. (2004) Stillup in the air. Carbon finance, (January), pp. 16-17

Newspaper Articles
AUTHOR(S) (Year) Title of Article. Newspaper Title, Day and Month (abbreviated), pages, use p. or pp.

Newspaper articles taken from the internet or a database should be cited as print using the rules above.

**Films**
PRODUCER/PRODUCTION TEAM (Year) *Title*, Place of Production, Production Company (Film).

2.3 References – Reference Works

**Dictionaries/ Encyclopaedias**
If an encyclopaedia entry has a main author then the format for a chapter in a book should be used including the addition of the encyclopaedia volume number.