

Your title goes here (font size 14 pt)

Your subtitle goes here (font size 10 pt, line spacing 1,5)

Full author name here, without titles

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*ABSTRACT — Articles submitted to the Journal of the LUCAS Graduate Conference should all have the same layout and follow a number of formatting conventions. To make this easier, we have created this template file. Please create a copy of this document (for reference) and then simply replace the text in this document with your own text. Please do not change any margins, sizes, fonts, and so on. If you have any questions, please check your reference copy of this instruction paper: it has been formatted to the proper specifications and contains all necessary information. Remember that this is a template file: in order to keep your own text, you have to save it under your own title. This section is where your abstract goes. Please check the word count of your abstract – it must be no longer than 200 words.*

#### INTRODUCTION

Please ensure you provide your reader with an introduction. The introduction should prepare the reader for the subject and the structure of the argument presented in the article.

#### YOUR SECTION HEADING GOES HERE

Please use sections, but avoid the use of subsections. Do not number the sections but give them short, appealing titles that tell readers what part of the argument (as set out in the introduction) will be discussed. Format the section headings in all-caps, as shown in this template. Start new paragraphs on a new line, without any indentations. Please do not use too many sections: two to seven should suffice.

#### SPELLING AND STYLE

We use Oxford English spelling. For any spelling questions, please consult the online Oxford Dictionaries website at <http://oxforddictionaries.com>. Oxford English spelling uses –ize endings for many verbs. For questions about whether to use –ize or –ise endings, please refer to <http://oxforddictionaries.com/words/ize-ise-or-yse>.

Please keep your style of writing as accessible, formal (but unaffected) and neutral as possible. We strongly advise you to limit your use of the first person (I, me, we), intensifiers (very, extremely, mindboggling, exclamation marks), biased adjectives and adverbs (unbelievable, incredible, simply, definitely) and colloquial expressions (kind of, sort of, like instead of such as; though instead of although; till instead of until). Avoid repeating the same words, phrases and formulations, and please make your sentences neither too long nor too

short. Use a thesaurus for synonyms, but please choose alternatives that are commonly used, rather than obscure or unusual options. Take time to go over your draft and ask yourself if it contains any redundant information, whether you could improve its coherence by combining paragraphs and/or sentences that deal with the same idea or argument, and whether the phrasing and word choice could be more precise and efficient.

#### NOTES, REFERENCES, AND QUOTATIONS

All notes should be entered as footnotes.<sup>1</sup> Notes should be inserted outside any punctuation: like this.<sup>2</sup> Please follow the rules described in the notes below and take care to keep your notes as short as possible. Please do not annotate titles, headings or captions. You will want to refer to books or works of art in your paper: titles of books, newspapers, periodicals, paintings, sculptures, TV series, and films (but not architectural works) should be in italics, accompanied by the year of publication or creation, *Like this* (2002).<sup>3</sup> Book chapters, articles and episodes should be written "Like this".<sup>4</sup> Please insert notes to refer the reader to the full citation. Full citations should be formatted according to the rules laid out in the *Chicago Manual of Style*, which can be found in the notes to this section, and online via [www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

Any acknowledgements should appear in the last footnote.

Please do not provide a separate bibliography: if you have followed the guidelines correctly, all necessary information will either be in the text or in the footnotes.

Quotations shorter than 40 words should be opened and closed with double quotation marks, "like this".

Where a quotation ends with an exclamation point or question mark, include it within the quotation marks, "as you see here!" However, if it ends with a period or comma, place punctuation outside the quotation marks, "like this". Quotations longer than 40 words should be inset 1cm, without quotation marks, and accompanied by a note with the full reference:

Please use the original spelling of the quotation and add [*sic*] if necessary. Quotations in Latin, German, French, Italian, and Spanish can be given in the original language if they are shorter than 40 words. In that case, please provide a translation in a footnote. If you choose to use translations for short

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<sup>1</sup> Your notes and references go here (font size 8 pt).

<sup>2</sup> In notes, please avoid 'op. cit.', 'loc. cit.', 'idem' and 'eadem'. 'Ibid.' (not italic) can be used to refer to the immediately preceding reference, or part of it, indicated by the page number (Ibid., 32). Please do not use 'ibid.' if there are two references in the preceding note as this becomes confusing. For clarity, please give a page number each time you use 'ibid.', e.g.:

1. Smith, *The Book*, 19.

2. Ibid., 19.

<sup>3</sup> Firstname Lastname1 and Firstname Lastname, *Title of the Book* (Somewhere: Some Publisher, 2006), 98-99.

<sup>4</sup> Firstname Lastname3 and Firstname Lastname, "An Example of a Book Chapter or Conference Paper," in *Example Edited Collection or Proceedings of the Example Conference*, ed. Firstname Lastname5 et al. (Somewhere: Some Publisher, 2010), 100-104.

quotations, please provide the original text in a footnote. Indicate any omission of words and sentences with [...] and modifications of the original text with [e.g. my italics]. Close off with a note referring to the source of the quotation.<sup>5</sup>

When using translations, always mention the source of the translation and the name of the translator. If you have translated the text yourself, indicate this in a footnote ["trans. (your name)"] and cite the source of the original text. For English quotations from the Bible, please use the New Revised Standard Version.

#### WEB ADRESSES, NUMBERS, UNITS, DATES

Please do not underline or colour an URL but write it like this: [www.somewebsite.com/](http://www.somewebsite.com/). You can remove Word-generated hyperlinks by right-clicking them and selecting the option 'remove hyperlink'.

Spell out numbers up to ten, except as part of a date or time format, book title, quote, or when followed by a unit of measurement.

There should be no space between numerals and the following, abbreviated units: 12km (but: 8 miles), 6cm, 15%, 60°C. Times should be given using the 24-hour clock, without am/pm, o'clock, or h; as 22:30 for example. Please use the following forms for dates: 9 November 1996, the 1930s, the twentieth century (but twentieth-century literature), 1899-1901. The letters BCE or CE always follow the date. There is no need to add CE from the year 500 onwards (unless it is important in the context of the article), e.g. 43 BCE, 499 CE, 632. If the date is approximate, indicate this by using 'c.' for "circa", like so: c. 350 CE.

#### CAPITALS, ITALICS, AND EMPHASIS

Please keep capitalization to a minimum. Proper nouns should have a capital (Amsterdam, Virginia Woolf, Leiden University), as should titles (Queen of England, Prime Minister, Lord Burlington, Chief Executive, Board of Directors, Treaty of Versailles). Use upper case for initialisms and most acronyms, e.g. NATO, USA, TV, but laser, scuba. Do not capitalize key words in the title of your paper, but do follow the *Chicago Manual of Style's* use of capitals in notes and references.

Italics should be used for foreign words except when part of a foreign-language quotation, or when the word has been assimilated into the English language. Italics should also be used for titles of *Newspapers, Journals, Plays, Books, Films, Works of art*, and the names of *Ships*. Please italicize only what is necessary – surrounding punctuation should not be italicized.

Emphasis should be achieved by phrasing and grammar. It should not be necessary to use italicized, underlined, or bold text to show emphasis. If you want to indicate that a word or phrase is typical for a certain author, and/or that it can be interpreted ambiguously, please put it between single quotation marks (Walter Benjamin's 'aura of the fake', a 'safe' environment, our 'modern' society).

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<sup>5</sup> Firstname Lastname3, "An Example of an Article," *Journal Name* 5 (2010), 101-8.

#### HYPHENATION, PARENTHESES, EM- AND EN-RULES

The use of hyphens should be kept to a minimum: email, half full, middle aged, coordinate (but: so-called, multi-interpretable, semi-professional, up-to-date, home-grown, copy-editing). Hyphenation is normally used adjectivally, e.g. 'nineteenth-century building' but 'a building of the nineteenth century'.

Use unspaced en rules (-) for hyphenation and between numerals (14-17 July), but spaced em rules ( – ) instead of (parentheses) for authorial asides.

#### SPACES, ABBREVIATIONS, CONTRACTIONS, AND LISTS

Please note that there should be one character space between sentences and not two. People's initials are spaced and followed by a full point: A. A. Milne. A period should also be used in abbreviations such as i.e., e.g., etc., Co., no., ibid., et al.; but not in km, cm, and acronyms such as UK or UNESCO. Use two-letter abbreviations for US states in references and bibliography (i.e. Cambridge, MA, not Cambridge Mass.). Do not use slashes (and/or, visible/audible) or informal contractions such as doesn't, can't, wouldn't, I'm, they're.

Abbreviations ending with the same letter as the original word do not use a period, for example Mr (not Mr.), Ltd, 1st, edn, Dr, Mrs, and so on (but exceptionally eds. and vols.).

Please avoid the use of numbered or bulleted lists. When listing three or more items, use an Oxford comma; a comma preceding "and" before the last listed item, like so: painting, sculpture, and architecture.

#### IMAGES, TABLES, CAPTIONS, AND APPENDICES

Images should be supplied separately, preferably in JPEG format, and in an appendix to the submitted Word document in which you include the captions (see Appendix A below). Images should be numbered in order of appearance and referred to in your text as (Fig. 1). Please make sure you are not violating any copyrights before sending us images.

Tables and diagrams should be supplied separately, preferably in Excel format, and in an appendix to the submitted Word document in which you include the captions (see below). Tables should be numbered in order of appearance and referred to in your text as (Table 1).

Please avoid the use of appendices. If you feel that using one is vital to your argument, please contact your Editor to discuss.

#### 'ABOUT THE AUTHOR'

Please submit an updated or revised version of the short bio you handed in for the conference programme (max. 100 words; see Appendix B below). Keep in mind that your text should mention your current affiliation and research interests.

## APPENDIX A: IMAGES, TABLES AND CAPTIONS



Fig. 1. Title of the work of art

Please use an initial capital for the first word and for any proper nouns. Please consult the section on references for citation rules when illustrations appear in a book or journal. Do not use notes in captions, and omit the full stop at the end

Titian

*Europa*

178 x 205cm, Oil on canvas

Isabella Stewart Gardner Museum, Boston, United States

	R	G	B
University colour PMS 280	12	37	119
Humanities PMS 389	212	215	0

Table 1

Description of the table

## APPENDIX B: AUTHOR'S INTRODUCTION

Firstname Lastname is based at the Someplace University or Institute, where she is currently preparing a PhD dissertation on the relationship between some development, some philosophical doctrine, and the concept of something in the xxth century. She specializes in the cultural and intellectual history of Some Country, Some Other Country, and Yet Another Country in the xxth century, with a particular interest in some phenomenon, some other phenomenon, and the development and dissemination of some intellectual circle's ideas.