Authors' Style Guide for Preparing Final Manuscripts
Version: 20 September 2024
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1. Please submit manuscripts in Microsoft Word (not PDF).

2. Word counts — including in-text citations, footnotes, and Reference sections — for articles should be approximately 10,000 words; for book reviews approximately 4,000 words; and for submissions for the Dispatch section approximately 2,500 words.

3. Abstracts for articles (not for book reviews or Dispatches) should be a maximum of 250 words.

4. All articles and Dispatch (not book reviews) submissions must include between 5 and 8 keywords. Place this section just after the abstract (in the case of articles) and just after the title (in the case of Dispatches). Keywords should be in Title Case, separated by commas, with no punctuation at the end of the list. For example:

   Keywords: Labour Law, Employment Law, Inequality, Collective Bargaining, Unions, ILO

5. Headings and subheadings should all be flush left and formatted as follows:
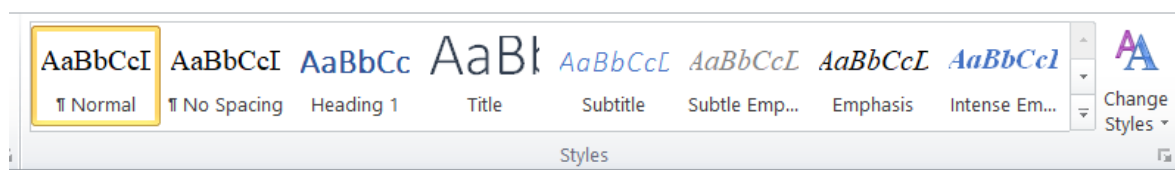
   Level 1: Upper Case Roman Numerals (I, II, III, IV, V, VI, VII, VIII, IX, X, et cetera) with text in **BOLD AND ALL CAPS**;
   Level 2: Upper Case Roman Letters (A, B, C, D, E, F, et cetera) with text **Bold and Title Case**;
   Level 3: Arabic Numerals (1, 2, 3, 4, 5, 6, 7, 8, 9, et cetera) with text ***Bold Italic and Title Case***;
   Level 4: Lower Case Roman Numerals (i, ii, iii, iv, v, vi, vii, viii, ix, x, et cetera) with text *Italic and Title Case.*

   Word's Styles feature (see below) is not to be used.

Note that all headings and subheadings should include both numbers and description. The "Introduction" and "Conclusion" headings should use Level 1.

6. *CLLPJ* observes U.K. spelling (notwithstanding the *Journal's* name). Suffixes should be -ise/-isa/-isi, e.g., "organise" and "analyse" (not "organize" or "analyze"); -mmed/-mming, e.g., "programme" (not "program"); and -lled, e.g., "travelled" (not "traveled"). Also, note the use of "u" in words like "behaviour," "colour," "labour," etc.

7. *CLLPJ* uses APA Style (7th) for in-text citations and References sections. The only exception is that references to case law and legislation are to be in footnotes and in the style in use in that instrument's home country, and translated, if necessary, into English.

8. *CLLPJ* uses in-text citations and footnotes, not endnotes. Because *CLLPJ* requires a References section (see below for formatting instructions), most citations should appear in-text, as opposed to in footnotes (convert citation-only footnotes to in-text citations).

   Cases and legislation should only appear in the footnotes (they should not appear in the References section).

   Formatting for in-text citations should be as follows: (last name, year of publication, page number or span (if relevant)), for example: (Grady et al., 2019, pp. 207–208; Jackson, 2019).

   Note that in-text citations with multiple authors are presented in alphabetical order, and then within the alphabetical organisation, chronological order. They are separated with semicolons. For more on this, see https://apastyle.apa.org/style-grammar-guidelines/citations/basic-principles/multiple-works (APA 7th s. 8.12, Citing Multiple Works).

   (Adams, 2014; Smith, 2019, 2022)

   APA does not use "ibid." in in-text citations, and "et al." is used for three or more authors.

   Because the typesetters will link in-text citations to the corresponding Reference entry, unless the author's name *immediately* precedes the in-text citation, it must be included in the in-text citation; remember, the typesetters will not be reading the paper and so it's important that it's clear which in-text citation should be linked to which Reference entry.

   Smith found the opposite result (Smith, 2014).
   The opposite result was found by Smith (2014).

Take care with the placement of footnote markers:
- Place footnote markers at end of the sentence; only place footnotes in the middle of a sentence if citing two different sources within same sentence.
- Place footnote markers after final punctuation, e.g., "Quote.["1]
- Remove any extra spaces before footnote markers, e.g., "Quote." [1]

Within footnotes themselves:
- Make sure footnotes include one space between the number and the content, and ensure that all footnotes include final punctuation, e.g.,
  [1] FN text goes here.
  [1]FN text is too close to marker and final punctuation is missing
- Make sure footnotes do not include extra line spaces at the end.

9. References are restricted to those articles, books, cases, etc. to which the author actually refers; delete any that are not cited.

   Entries should be organised alphabetically and then within the alphabetical organisation, chronologically (older works first, followed by newer).

   When more than one of an author's work is cited, repeat the author's name. Replace, e.g., "_____" with the author's name.

   Remove any forced line breaks within individual entries.

   Do not use "fields" to prepare the References section, in-text citations, or footnotes. To remove fields, highlight all text (in the body and then again in the footnotes) using Ctrl A, then hit Ctrl 6.

   Format as below for journal articles, books, and edited book chapters; see https://apastyle.apa.org/instructional-aids/reference-guide.pdf (APA cheat sheet). For other types of entries, see https://apastyle.apa.org/style-grammar-guidelines/references/examples.

   Journal article:
   Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, *8*(3), 207–217. https://doi.org/10.1037/ppm0000185

   Book:
   Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. https://doi.org/10.1037/0000168-000

Chapter in book:

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. https://doi.org/10.1037/0000120-016

10. If authors would like to see the full style guide, please ask editors for a copy.