

# Styleguide for Journal of Autonomy and Security Studies (JASS)

Updated on 16th of May 2017

This styleguide has been formed partially according to the Åland Island Peace Institutes previous publishing practises, but makes also use of good practises used by e.g. *German Law Journal(GLJ)* among others.

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# **I. FORMATTING**

## **A. General settings for document**

### **1. Language:**

The language of the entire document should be set to English (U.K.).

### **2. Linespacing:**

The Linespacing should be set to multiple 1.24, except for footnotes where linespacing ought to be 1.0.

### **3. Typeface:**

The entire document should appear in Times New Roman, fontsize 12.

## **B. Headings**

### **1. Font**

- The main headings title should be in 14 pt. Times New Roman.
- The title should appear in bold.
- Title should not be italicized.

### **2. Justification**

The title should be left-aligned.

### **3. Spacing**

The title should be followed by one blank 14 pt. line that separates the heading from the body of the text.

## **C Body**

### **1. Font:**

The font of the text should be 12pt Times New Roman.

### **2. Linespacing:**

The Linespacing should be set to multiple 1.24

### **3. Intendation:**

The first line in new paragraphs should be marked with an intendation of 0,5cm (Exception: the intendation is not needed if the paragraphs starts after a heading or sub-heading)

## **D Footnotes:**

### **1. Font:**

Footnotes should be in 10 pt. Times New Roman

### **2. Justification:**

Footnotes should be full-justified.

### **3. Spacing**

One space should separate the footnote number and the text of the footnote.

### **4. Linespacing:**

The linespacing must be 1. Before and after the footnotetext there should be 0 pt of space.

## **E Capitalization**

1. Capitalize the following when they appear in sentences:

- Proper nouns
- Names of organizations
- Names of national and ethnic groups

- Names of religious groups
- Names of languages
- Titles of artistic or academic works

2. **Titles and Subdivisions** Capitalize all words in a title except articles, conjunctions, and prepositions of four or fewer letters. The first and last words of a title should always be capitalized.

3. **Foreign Materials** Do not change the capitalization of material in a foreign language.

## **F Italics**

1. **Case names** Italicize case names appearing in textual sentences. Italicize short form case names whether appearing in textual sentences or citation sentences.
2. **Published Works and Works of Art** Italicize the names of works of art, including the titles of movies and video games
3. **Titles Within Titles** If a title requires the use of italics and terms inside the title contain italics, the internal italic terms should not be italicized.
4. **Foreign Words and Phrases** Italicize foreign words and phrases that have not been accepted into common usage.

## II. GRAMMAR

1. British English: Use the British English spelling of all words.  
Change any American English spellings to British English spellings.
2. “On the Other Hand”  
The use of “on the other hand”—to compare the latter of two ideas—must be preceded by the use of “on the one hand” for the original proposition. Beware one handed arguments, i.e. add “on the one hand” to the previous idea or rephrase the latter arguments introductory clause.
3. “A” or “An”  
With the indefinite article, the choice of a or an depends on the sound of the word it precedes. A comes before words with a consonant sound. An comes before words with a vowel sound.

## III. CITATIONS:

### Internet Citations

1. Information should be cited in a way that clearly indicates which source the author actually used or accessed.
2. If citing directly to an Internet webpage, indicate the author (whether personal or institutional), title, date parenthetical, the URL, and italicize the title of the webpage.
3. If the material on the webpage is undated, the date that the website was last visited should be indicated after the URL.

E.g. <http://jass.ax/editorial-team/> (visited 23.5.2017)