

# BJPS House Style

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The Editors reserve the right to alter manuscripts wherever necessary to make them conform to the stylistic and bibliographical conventions of the journal.

A sample paper can be found on page 6 to help with organizing your paper's structure and style.

## Language

More details about the Journal's style can be found in the table at the very end of this document, but here are some key features.

- Oxford spelling is used throughout (for details, see table at the end of this document).
- 'Three' not '3', 'thirty-three' not '33'; but '333'. Similarly, 'nineteenth-century science' not '19<sup>th</sup>-century science'.
- Avoid the use of italics in all instances except the following: mathematical variables, the names of books and journals, non-English words or phrases. Do not use italics for emphasis or definitions.
- Avoid the use of boldface type and underlining, except where it is required for certain mathematical notation.
- Single quotation marks are standard; use double quotation marks for phrases or words already enclosed within single quotation marks.
- Punctuation goes outside of quotation marks.
- Avoid the use of 'e.g.', 'i.e.', 'etc.', 'viz.', 'iff' (in main body of text at least), 'resp.' and similar abbreviations.

## Citations

Citations in the text should give the author's surname and year, plus page range where appropriate. **The citation should be enclosed in parentheses, with the year enclosed in square brackets.** The following examples should illustrate the various conventions:

In this paper, I will address an argument originally presented in (Smith [2001]). A variant of this argument has been given by Jones ([2002]) and more recently by Kendall *et al.* ([unpublished]), drawing on ideas in (Brown [1998], [2000]) and (Peters [1956], pp. 123–9). Others have addressed similar issues; see, for example,

(Phillips and Lewis [2004]; Clarke [1989a], [1989b]; Anderson *et al.* [2005]). (For details of terminology, the reader is directed to Freeman [forthcoming]).

Note:

- If the author name is part of the sentence, it should not be repeated in the citation. So, for example, 'Jones and Smith ([1994]) advocate the use of...'
- In a single citation, multiple papers by the same author should be separated by commas; papers by different authors should be separated by semi-colons: (Jones [1999], [2000], [2004]; Smith [2010]).
- If you cite two items with the same author and year of publication, they should be distinguished by appending 'a', 'b' etc. to the year – i.e. the years should be [2006a], [2006b], and so on (rather than [2006], [2006a]).
- Items with more than two authors may be abbreviated by '*et al.*' in citations (but the bibliography entry should name all authors).
- Items that have not appeared in print should be given as [unpublished], or as [forthcoming] if the item has been accepted for publication but has not yet appeared. If there are multiple such entries for the same author, they should be [forthcoming (a)], [forthcoming (b)], [unpublished (a)], [unpublished (b)] etc.
- Page numbers and page ranges should be preceded by 'p.' or 'pp.', respectively. Page ranges should be given as, for example, 'pp. 123–9', not 'pp. 123–129' (i.e. all identical leading digits should be removed).
- If a citation comes within a parenthetical remark, and the insertion of additional parentheses would be distracting, they may be omitted. Thus, for example, '(For more details, see Smith [2001])' rather than '(For more details, see (Smith [2001]))'.

## References

**Please list of all (and only) the items cited in the text.** The bibliography should be arranged in alphabetical order of first author; where multiple papers by the same author are cited, these should be arranged in order of year of publication.

The structure of the bibliography entry depends upon the kind of work cited.

Smith, A. B. [2001]: 'On Brown's Structural Anti-anti-realism', *Journal of Synthetic Analysis*, **72**, pp. 123–56.

Tavistock, M. [1917]: *A Treatise on Structures*, London: Webster Press.

Verne, I. E., Brown, P. F. and Kemp, K. [2005]: 'Structures and their Forms', in M. S. Peters and K. Kemp (eds), *The State of Structuralism*, Boston, MA: MIT Press, pp. 51–7.

Note:

- All authors' names should be given in surname, initials format. (Please ensure that, in papers with multiple authors, this formatting is applied to all authors).
- Editors' names should be given in initials, surname format. After the name(s) of the editor or editors, insert '(ed.)' or '(eds)' accordingly.
- Where a paper has multiple authors or editors, they should all be named in the bibliography entry, with each name formatted as above.
- Year of publication should be in square brackets, followed by a colon.
- The title of an article in a journal or collection should be in single quotation marks. The title of a journal or book (including collections) should be in italics. Volume numbers of journals should be in bold.
- The page range should be at the end of the entry, in the format described in the previous section.
- The **name of the publisher** of a book or collection should be preceded by **their location**, separated by a colon.
- Apart from the colon after the year of publication, and between the location and publisher, all items should be separated by commas.

Addresses of websites (including documents available online) should be surrounded with angle brackets. Thus, for example:

Hitchcock, C. [2005]: 'Probabilistic Causation', in E. Zalta (ed.), *Stanford Encyclopedia of Philosophy*, <<http://plato.stanford.edu/archives/win2012/entries/causation-probabilistic/>>

Kemp, K. [unpublished]: 'Note on Smith', <[www.example.ac.uk/~eg/document.pdf](http://www.example.ac.uk/~eg/document.pdf)>

## Permissions

It is the author's responsibility to obtain permission from the original publisher for any table or illustration that has previously been published elsewhere. It is also the author's responsibility to include acknowledgements as stipulated by particular institutions or publishers for the reproduction of such figures or tables.

## Funding

- The full official funding agency name should be given, i.e. 'National Institutes of Health', not 'NIH'.
- Grant numbers should be given in brackets.
- Multiple grant numbers should be separated by a comma.
- Agencies should be separated by a semi-colon.
- Where individuals need to be specified for certain sources of funding the following text should be added after the relevant agency or grant number 'to [author name]'. An example is given here:

Funding for this research was provided by the National Institutes of Health (CB5453961 to Joe Bloggs, DB645473 to Mary Smith); Funding Agency (hfygr667789).

# TEMPLATE

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## Title

Author Name

### Abstract

Some people say X. To them, I say nay. In this paper, I will argue that A. I will then argue that B. It follows from this that C. Thus, everyone else is wrong and I am right.

1. *The First Section: Using Uppercase Here*
    - 1.1 *The first subsection: We do it with lowercase*
    - 1.2 *The second subsection: We continue to do it with lowercase*
  2. *The Second Section*
  3. *The Third Section*
    - 3.1 *The second subsection*
  4. *The Fourth Section*
  5. *The Fifth Section*
  6. *Conclusion*
- Appendix: Title Goes Here If Appropriate, No Subsections Listed Here, Uppercase*

## 1 The First Section: Using Uppercase Here

Some people (for example, Jones [1984]; Smith [1990]; Abel [2007], [2009]) have made wild and crazy claims about X. I have previously argued that these claims are wild and crazy ([2006], pp. 78–89). No one read it, so I'm doing it again. First, let me define some terms.

Name of Term to Be Defined Using Uppercase but Not Bold or Italics, Indented: By X here I mean A if and only if B, where A equals something.

Now I have defined my terms, let us move on. In Section 2, I will outline some of the wild claims made about X. In Section 3, I will describe the crazy claims made about X. In Section 4, I will explain why these claims are wild and crazy. In Section 5, I will outline my very sane and not at all wild claims that are right in the worst way possible. In Section 6, I will conclude by trying to mask my smugness about being right when everyone else is so very, very wrong.

### 1.1 The first subsection: We do it with lowercase

Here is my argument.<sup>1</sup> Here is my argument. Here is my argument. Here is my argument.  
Here is my argument. Here is my argument. Here is my argument. Here is my argument.  
Here is Equation (1):

$$E = mc^2, \tag{1}$$

where  $E$  is elephant,  $m$  is mouse and  $c$  is a cow. As even a small child could tell you, a very big cow, or perhaps a few cows taped together ( $c^2$ ) that were the colour of a (grey) mouse ( $m$ ), would be an elephant. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument.

### **1.2 The second subsection: We continue to do it with lowercase**

Here is my argument. Here is my argument. Here is my argument. Here is my argument.  
Here is my argument. Here is my argument. Here is my argument. Here is my argument.  
Here is my argument. Here is my argument. Here is my argument. Here is my argument.  
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Here is my argument. Here is my argument. Here is my argument. Here is my argument.  
Here is my argument. Here is my argument. Here is my argument. Here is my argument.

## **2. The Second Section**

There are many wild claims made about X. Wild as wild can be. Wilder than your wildest dreams! Maybe you are sceptical; maybe this sounds unlikely to you. Let me demonstrate what I mean with some quotations from the literature:

Here is a block quotation in small font. Here is a block quotation in small font.  
Here is a block quotation in small font. Here is a block quotation in small font.  
Here is a block quotation in small font. Here is a block quotation in small font.  
(Jones [1984], p. 10)

Here is another block quotation. The font is smaller than in the main text.  
Ellipses in square brackets are used when cutting out text like this [...] A full stop is placed at the end of the text, not at the end of the citation, like so.  
(Cunk [2014], pp. 15–6)

These people are blatantly putting forward wild claims with foundations as unsound as silence. You might wonder what possessed them to do so. This is a good question and here I can only speculate that they have all done industrial quantities of hard drugs and fallen in with a bad lot (see my [unpublished]). But I digress.

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<sup>1</sup> This is a footnote. For further details, see Footnote 23.

I want to introduce a theorem that has no real bearing on anything but what the hell, eh? This is my paper so I'll do what I want to and you're not the boss of me anyway.

**Theorem 1 (Name of theorem, Not Indented, Bold)**

Here is my first theorem, in normal sized font. The proof may appear in the Appendix, if I want or in the text if that's more convenient. Whatever. The main thing is that it will blow your mind into tiny little shiny pieces that float to the earth in a really pretty way but then are hellish to clean up and you're still finding them months later in the most unexpected places and it makes you smile for a while but then it gets old and you wish they'd go away.

**Corollary**

Here is a corollary. It is formatted in much the same way as a theorem. Here is a corollary. Here is a corollary. Here is a corollary. Here is a corollary. Here is a corollary. Here is a corollary.

Back to my argument. I've shown that people make wild claims about X. But what about the crazy claims I claim they have claimed about X? Read on.

### **3. The Third Section**

So, these crazy claims then. I have divided them into four types (see Figure 1). In this section I will describe each of these types in minute and painful detail, finding distinctions where none where thought possible, to what end I'm not even sure myself. So let's go!

[Insert Figure 1 about here]

#### **3.1 Another subsection**

Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument.

##### **3.1.1 The first sub-subsection, also lowercase, does not appear in list of contents**

Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument. Here is my argument.

### **4. The Fourth Section**

It is painfully obvious to me why these claims about X are wild and crazy, but experience has taught me that not everyone takes as obvious the things that I know are obvious. So, for the differently common-sensed out there, here we go.

The claims about X are wild because they have, as their very essence, a wildness about them rarely seen outside of a particularly majestic otter or fine breed of race horse. The claims about X are crazy because they are psychotic. The claims themselves suffer from delusions, and not just of grandeur, either. They run the whole gamut, from paranoid to

mildly peckish, via mild irritation and feeling like you want to sneeze but can't. I know that readers who were not sure about my claims that these claims were wild and crazy will be feeling pretty foolish right now for not having spotted this thing about those claims. What can I tell you? You either you got it or you ain't.

## 5 The Fifth Section

As I get to the positive part of my argument, I'm struck by how much easier it is to criticize a position than to develop one myself. This revelation has caused me to change track and not bother with presenting any positive argument here. Leave me alone.

## 6 Conclusion

So anyway, that was fun, right? A rollercoaster ride of intellectual rigour not seen since, dare I say it, a young Wittgenstein took pen to paper in a trench somewhere in a field in Europe.

## Appendix

Here is some kind of introduction to my appendix, though none is necessary.

### **Proof of Theorem 1 (Name of theorem, not indented, bold)**

Here is my proof. So much proving going on right here. Proving like a boss. Hey Ma, watch me prove! Such proof! Very wow! Look at how I indicate my proof is finished with a dinky little right-aligned box. □

## Acknowledgements

I don't acknowledge any of you cads. All you ever did was criticize and nag. I didn't even ask to be born! I hate you all. This research was kindly supported by the Center for Kids Who Can't Read Good (grant no. 585454).

*Here is my name (only include name if co-authored paper)*

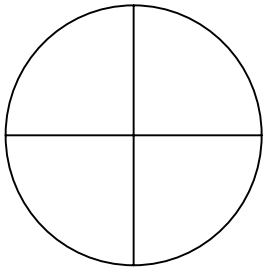
*Here is my address*

*Here is my email*

## References

- Cunk, P. [2015]: 'Philosophy and Stuff', in E. N. Zalta (*ed.*), *Stanford Encyclopedia of Philosophy*, < <http://plato.stanford.edu/archives/spr2015/entries/philosophyandstuff/>>.
- Jones, S. M. and Bloggs, J. [1984]: 'This is the Title of an Article in Quotation Marks and Uppercase', *Journal Name in Italics and Uppercase*, **54**, pp. 8-21.
- Jones, S. M. [1989]: *Name of a Book in Italics and Uppercase*, Location: Publisher.
- Jones, S. M., Bloggs, J., Smith, M. and Cunk, P. [1990]: 'Title of Chapter in Quotation Marks and Uppercase', in F. E. Smith and S. M Jones (*eds*), *Name of Book in Italics and Uppercase*, Location: Publisher, pp. 68-101.





**Figure 1.** This is a label for the figure.

## House Style Details

### ACCEPTABLE LANGUAGE

While writing and before finally submitting your manuscript, ensure you have observed the following advice about language:

- Text is clear and concise.
- Unnecessary repetition has been avoided.
- Arguments unfold clearly and logically.
- Parochial references such as ‘this country’, ‘our legal system’, and so on should be avoided. Be specific in identifying people, places, institutions, and other entities in full so it is clear for international readers.
- No form of language or expression has been used that could be interpreted by a reader as being racist, sexist, derogatory of a particular religion or creed, or otherwise offensive.

Element	Description	Examples
Serial or Oxford comma	The serial or Oxford comma is a hallmark of OUP house style and must be used in both British and US style.	red, white, and blue
	In a list of three or more items, insert a comma before the ‘and’ or ‘or’.	feminine, masculine, or neuter
	Note that no comma is used for two items in a list.	convex and concave
Ellipsis (three points) . . .	An ellipsis is used to indicate content omitted from a quotation.	
	You should use three full points, spaced from each other and from the words either side.	‘Political language [. . .] is designed to make lies sound truthful.’  As Smith explains: ‘[...] once you pop, you just can’t

		stop’.
	Where the preceding sentence ends immediately before the ellipsis, remove the punctuation. Exceptions: quotation marks, exclamation marks, question marks.	‘A nightingale began to sing [. . .] It was a strange sound to hear.’  ‘Where was Godfrey? [. . . ] They said he was murdered yesterday.’
Spelling	Oxford style takes -ize, -ization, -izing endings; however, a 'z' may not be substituted for 's' in words ending -yse.	materialize specialization  analyse paralyse  behaviour colour  modelling traveller  centre
Hyphens -	Used to join words together to form compound terms and expressions.	short-lived  space-time  phase-space
	There are often no hard-and-fast rules, so consult your dictionary to determine whether two elements should be hyphenated, run together, or set as single words, and apply one form consistently.	airstream, air stream, or air-stream
	There are some particular rules that govern placement of hyphens in compound terms and expressions depending on how the terms and expressions	a well-known story (meaning the story is well known)

	are made up. No hyphens after adverbs	the softly spoken man
	Words with prefixes are usually written without hyphens, unless there is a collision of vowels or consonants.	predetermine multinational <i>but</i> anti-intellectual pre-eminent
	Note that 'cooperate' and 'coordinate' should be spelt without a hyphen.	
En rules –	Longer than a hyphen.	
	Used to close up elements that form a range.	pp. 23–36 1939–45
	Used to express a connection or relation between words; roughly meaning 'to' or 'and'.	Monday–Saturday Dover–Calais
	Used instead of a solidus (/).	editor–author relationship on–off relationship
Em rules –	Twice the length of an en rule.	
	Oxford style uses it as a parenthetical dash.  No space is required either side of the em rule.	There is nothing— absolutely nothing—half so much worth doing as simply messing about in boats.
	<b>Tip!</b> To insert a rule or dash in MS Word, go to Insert > Symbol > More Symbols > Special Characters, then select and insert.	

<p>Quotation marks</p> <p>Quotation marks are <b>not</b> used around displayed quotations.</p>	<p>Use single quotation marks first.</p> <p>Use double quotation marks for quoted matter within a quotation.</p> <p>Weber saw it as embodying ‘the typical power of the “non-economic”’.</p> <p>‘Have you any idea what “red mercury” is?’</p>	
<p>Capitalization</p>	<p>Keep the use of capitalized letters to a minimum.</p>	<p>the Born rule</p> <p>the principal principle</p>
	<p>Use capital letters only for proper nouns, and for the initial letters of the full formal names of institutions, organizations, buildings, and the like.</p>	<p>British Museum, United Nations, Bridge of Sighs</p>
	<p>Do not use capital letters for common nouns.</p>	<p>Oxford University</p> <p>their university</p>
<p>Use of italics</p>	<p>Consistent application of italics throughout the text is crucial.</p>	<p><i>Italic type</i></p>
	<p>Avoid the use of italics for emphasis</p>	
	<p>Avoid italics for definitions , proofs, theorems</p>	
	<p>Use quotation marks instead of italics to introduce new terms</p>	
	<p>Non-italicized font is known as ‘Roman’.</p>	<p>Roman or non-italic type</p>

Use italics:	
For non-English words	<p>the <i>catenaccio</i> defensive system employed by the Italians</p> <p><i>a posteriori</i> <i>a priori</i> <i>et al.</i> <i>inter alia</i> <i>prima facie</i></p> <p><i>qua</i></p> <p><i>c. (circa)</i> <i>de novo</i> <i>ex parte</i> <i>ex post facto</i> <i>in situ</i> <i>joie de vivre</i> <i>passim</i> <i>raison d'être</i> <i>stare decisis</i></p>
For binomial nomenclature	<i>Homo sapiens</i>
For titles of books, journals, works of art, films, and other self-contained works.	<p><i>A Christmas Carol</i> <i>Journal of Infectious Diseases</i> <i>Mona Lisa</i> <i>The Times</i> <i>West Side Story</i></p>
Use Roman (non-italics):	
For the names of places and institutions.	<p>Pont du Gard Österreichische Nationalbibliothek</p>
For foreign or Latin words that have become naturalized into English.	It was a delicious croissant.

	Avoid the use of e.g., i.e., viz., and etc.	
Abbreviations	Abbreviations: omit the end of a word or words.	Lieut. cent. assoc.
	Contractions: omit the middle of a word or words.	Dr Jr Mrs St
	Acronyms: formed from the initial letters of words.  Do not include any full points.	AWOL NATO
	<ul style="list-style-type: none"> <li>At the start of each chapter, place abbreviation in parentheses after the first occurrence of the full term. Thereafter, within each chapter, an abbreviation may be used without explanation.</li> </ul>	The research was carried out by the Economic and Social Research Council (ESRC) in July 2007.
More on abbreviations	<p><b>Tip!</b> Do not use terms such as 'ibid.', 'id.' and 'cf.'. As with 'see above' and 'see opposite', such terminology is irrelevant in digital form, where the page may be formatted differently and artwork, tables, and references are linked rather than placed in the text. This is to ensure the manuscript is properly formatted for any future digital publication.</p>	

**NUMBERS, DATES, AND UNITS OF MEASURE**

Element	Description	Examples
Numbers: figures or words?	It is normal to determine a threshold below which numbers are expressed in words and above which figures are used. The threshold varies depending on the context and discipline, but in general:	
	Spell out numbers up to and including ninety-nine and use figures from 100. (Note that compound numbers are hyphenated.)	four twenty-five eighty 117
	Exceptions are as follows: <ul style="list-style-type: none"> <li>○ units of measurement (figures);</li> <li>○ dates (figures);</li> <li>○ approximate numbers (words);</li> <li>○ at the beginning of a sentence (words);</li> <li>○ round numbers of a million or more (figures and words).</li> </ul>	30 kilometres  9 September 2001  At least a thousand people came. Two hundred and fifty gold bars were stolen. £8.5 million
	Note that a billion is now understood to mean a thousand million (1,000,000,000 or $10^9$ ) and not (as formerly in British practice) a million million ( $10^{12}$ ).	
Formatting figures	In non-technical texts, separate using comma, not space, in numbers of five digits or more.	1000  10,000 250,000
	Note that in texts where numbers are frequently used:	
	Remove the comma for numbers of four digits or more.	1000



	Insert a thin space for numbers of five digits or more.	250 000
	For decimal quantities of less than one insert a zero before the point. Use a full point on the line for the decimal point (not at midline).	0.5 0.768
	Omit as many digits as possible in number ranges.	25–6 100–2 1001–22
	<b>Tip!</b> Use an en rule (–) between the numbers in a range (pp. 23–36, 1939–45, or 9.30–5.30).	
Dates	British style formulates as: day, month, year.	11 November 1918
Units of measure	When an abbreviated unit is used with a number, the number should be followed by a space.	10 g 1.423 km