

# **Guidelines for Authors Preparing Manuscripts for the Tenth International Congress on Cyprus Studies**

## **Introduction**

These guidelines are provided to ensure a uniform style throughout the manuscripts submitted to the Tenth International Congress on Cyprus Studies. We believe that the quality of the papers to be printed in the Proceedings will reflect the overall quality of the Congress; therefore we strongly advise you to show utmost care in preparing your papers both contentwise and formatwise.

This document has been prepared according to the guidelines you are kindly expected to follow. In essence, we ask you to make your paper look exactly like this document.

Your paper should have the following structure:

1. Title of the Paper
2. Introduction (including motivation, aims, structure of the paper, its significance)
3. Main Body (explanation of methods, data used, analysis, results and discussion)
4. Conclusions
5. End Notes (optional)
6. References
7. Appendices (optional)

## **Length and Font**

Authors are strongly encouraged to submit manuscripts of no more than 25-30 double-spaced pages or 9,000 words (including references, notes and tables). Use Times New Roman, font 12 for your full justified manuscript.

## **Headings**

The title of the paper should appear left justified in bold letters, only the initial letters capitalized. The font type Times New Roman with a size of 14 points is to be used. The heading of subsections should be in Times New Roman, 12-point, left justified, not numbered, bold, with only the initial letters capitalized.

## **Tables and Figures**

Tables and figures should have captions and numbers. Table captions should be placed above the table, and figure captions below the figure. If needed, references and explanations related to the table or figure can be written below it.

All tables and figures must be referred to in your text. Each table/figure must be typed on a separate sheet and its approximate position in the text must be indicated by a marginal note. Images accompanying the text should be submitted separately as well, as tif. or jpg. format in 300dpi resolution.

## **End Notes and Appendices**

The use of footnotes is discouraged. If needed, notes can be added after the text, before the references, listed with the same numbers indicated within the text in superscripts. Appendices should follow the references. If there is more than one appendix, number each one consecutively as Appendix 1, Appendix 2,... .

## **References (Bibliography)**

Since the bibliography should include only those references cited in the text of the paper, it should be referred to as “references.” In-text references should be indicated as follows: author’s last name, publication year and page numbers

Example: .... (Anderson 1998, 54-57).

References cited in the text of the paper should be listed at the end of the paper in alphabetical order, not numbered.

### *(a) Book Citation*

author’s last name, first name’s initial, publication year (in parentheses), title of the book (in italics), place of publication, publisher

Example.

Volkan, V. (1979). *Cyprus: War and adaptation. A psychoanalytic history of two ethnic groups in conflict*. Virginia: University of Virginia Press.

*(b) Journal Article Citation*

author's last name, first name's initial, publication year (in parentheses), title of the article, title of the journal (in italics), volume number, issue number, first and last page numbers of the article

Example:

Hadjiyanni, T. (2001). The persistence of refugee consciousness: The case of Greek-Cypriot refugees. *The Cyprus Review*, 13(1), 93-110.

*(c) Book Article/Chapter Citation*

author's last name, first name's initial, publication year (in parentheses), title of the chapter, editor's name, title of the book (in italics), first and last page numbers of the chapter, place of publication, publisher

Example:

Zambouras, S. (1999). Current Greek attitudes and policy. In H. Dodd (Ed.), *Cyprus: The need for new perspectives* (114-127). Cambridgeshire: The Eothen Press.

**Use of Language and Spelling**

Authors who are not writing in their native language should have their manuscript carefully checked by a native speaker before submission in order to prevent delays at the evaluation stage.