SUBMISSION INFORMATION FOR CONTRIBUTORS

The editors welcome contributions for publication, both articles of general interest and ones related to theme issues. After registering a user account or logging into the system, authors should submit articles as Microsoft Word or Rich Text Format (rtf) files through the online submission system at http://ojs.berghahnjournals.com/index.php/theoria. Any queries can be directed to the Managing Editor at theoriasa@gmail.com.

Articles should be 6,000 to 9,000 words, including notes and references. Reviews should be up to 1,000 words, and review essays must review a minimum of two titles and be 2,000 to 4,000 words.

COVER PAGE

The cover page should provide the title of the article, complete contact information for each author (mailing address, phone number and email), biographical data of approximately 100 words for each author including an ORCID, a total word count, the number of tables and/or figures included and any acknowledgements. Affiliations and email addresses will be posted online for indexing/abstracting purposes.

FORMATTING

The document must be set at the US letter standard size. The entire document (including notes and references) should be double-spaced with 1-inch (2.5 cm) margins on all sides and no extra spaces between paragraphs. A 12-point standard font such as Times New Roman is required for all text, including headings, notes and references. Any unusual characters or diacritics should be flagged by placing the entire word in red type.

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The article must include an abstract of 125 words and 5 to 8 keywords. The abstract should not duplicate the text verbatim but rather include the research question or puzzle, identify the data and give some indication of the findings. Keywords should be drawn from the content and not duplicate the article title, listed in alphabetical order and separated by commas; only proper nouns should be capitalised.

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PROCESS FOR REFEREEING AND ACCEPTING ARTICLES

Theoria is a refereed journal. Submissions are considered on the understanding that the article is not currently under consideration for publication elsewhere. Articles are sent to at least two scholars with relevant experience and expertise. Referees are asked to advise the editors whether the article should be published and, if so, with what recommended changes. The editors respond to the author with their decision, a list of any changes needed for publication and the anonymous referees' comments, or a summary thereof.
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Manuscripts that have been accepted for publication but do not conform to the style guide may be returned to the author for amendment. The editors also reserve the right to alter usage to conform to the style guide issued by the publishers. Authors may not supply new materials or request major alterations following the copyediting stage, so please ensure that all text is final upon acceptance. Contributors of research articles will receive one free copy of the relevant issue and may purchase additional copies at a reduced price or purchase offprints.

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The *Theoria* style guide is based on the *New Oxford Style Manual* and *New Hart’s Rules*, with some deviations for house preferences. Please note that the journal uses **UK punctuation and spelling** (including a preference for –ise over –ize endings), following *The Oxford English Dictionary*.

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*Theoria* follows the in-text **author-date system**, with full documentation in the reference list. Any other notes should be **endnotes** (using Word’s automatic endnote function) and kept short and to a minimum.

**Author-Date Examples**
(Pickett and White 1985; Smith 1987)
Jones’s research (1977, 1979a, 1979b)
(Kant n.d.; McGinnis forthcoming)

**Single Author with Multiple Sources:** (Smith 1993: 63; 1998: 124–169)
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The first mention of an author in the main body text (not in-text citations) should include the first and last name. Multiple sources in a parenthetical note should be listed alphabetically.

Please note that translations of all non-English quotations and primary-source titles are required for indexing/abstracting purposes (see the translated title examples provided below).

**REFERENCE LIST EXAMPLES**

**Book with one author/editor**

**Book with multiple authors/editors**

**Chapter or other part of a book**

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[www.berghahnjournals.com/theoria](http://www.berghahnjournals.com/theoria)
Boyle, B. 2011. ‘We’re Thinking Like Racists’, *The Times* (Johannesburg), 17 March.

**Slides and films**

*An Incident in Tiananmen Square*. 1990. 16 mm, 25 min. San Francisco: Gate of Heaven Films.

**Translations**

**Translated title**


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- Include reviewed book’s reference information before review text on three lines — first line: author(s) name, title; second line: publication information; third line: ISBN.

  Slavoj Žižek and Boris Gunjevič. *God in Pain: Inversions of Apocalypse*

- Contributor name and affiliation information go at the end of the book review. Do not include below reviewed book’s reference information.
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☐ Copyright assignment form is signed and submitted (no later than the final revised article submission);

☐ Cover sheet is included and provides:
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  - An abstract of 125 words, is a summary or overview of the entire article, and does not duplicate verbatim sections of the main text;
  - Five to eight keywords that are in alphabetical order and separated by commas (with only proper nouns capitalised);
  - Complete contact information for each author (mailing address, phone number and email);
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    - Figure 4.2. Left: BioShock’s Big Daddy (image 2K Games). Screen capture by author. Right: Cosplay at MCM London Comic Con 2015. Photo by Pete Sheffield, CC BY-SA 2.0.

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    - Figure 4. Francios Perrier, Orpheus before Pluto and Persephone, 1647–50. Oil on canvas. Paris, Musée du Louvre. Photo: © RMN-Grand Palais (Musée du Louvre)/Michel Urtado.

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- UK spelling is used throughout, and a spellcheck has been performed;
- Different levels of headings are indicated by varying the typeface. Use bold type for an A head (a main text heading). Use bold italic for a B head (a first-level subheading). Use non-bold italic for a C head;
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