



URBAN STUDIES JOURNAL

Formatting a paper for submission

The journal does not provide a manuscript template, but the following provides some guidance on how to format your manuscript for submission:

- Single column; double spaced; standard 12 point black font (eg Times New Roman); 3cm margins;
- No headers or footers;
- Include abstract in main text file;
- Put headings or sub-headings in bold or italics;
- Upload tables and figures as separate files from your main document and use placeholders (eg Insert Figure X here) in main text;
- Don't use automated numbering for tables or figures;
- Don't upload pdf files; main text file should be in an editable format (preference is for Microsoft Word);
- Use SAGE Harvard style to format references – guidelines available at https://uk.sagepub.com/sites/default/files/sage_harvard_reference_style_0.pdf. Include an 'accessed' date with website references and include publisher location for book references.
- Ensure document is within the journal's word count limit (8,500 words for regular articles; 6,000 for critical commentaries; 10,000 for debates papers); **NB** word count includes the abstract, references, notes, appendices, tables and figures (the words within a table and figure are not counted individually – but each is taken to account for 250 words);
- Avoid using author identifiers. The author's own published work may be cited, unless it makes identification obvious (eg own PhD; statements such as "In *my/our* previous study ..."). In such cases, use "Author, year" and omit reference from bibliography. For unpublished/forthcoming work, use "Author, forthcoming" in the text and omit reference from bibliography.
- If citing a working paper, conference paper or dissertation, provide a URL link to article where possible;
- Upload author names/affiliations and any acknowledgements/funding statement on a separate 'title page'. Do not include with main text file.

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