

INSTRUCTIONS FOR AUTHORS

Preparing your manuscript for the

OXFORD

RESEARCH

ENCYCLOPEDIAS

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Using These Instructions

While all information provided in these instructions is important and should be read prior to writing your article, critical instructions have been called out for you using the following icon:



This document contains instructions for all Oxford Research Encyclopedias (pp 3-15).

For special module-specific instructions (where applicable), please refer to this document’s [appendix](#) (pp. 15-26).

For all questions about the scope of the ORE or of your topic; article structure and what to cover; the status of your contract or article; production, copyediting, and publication; and payment, please contact your ORE discipline editorial team.

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Before submitting your final manuscript, please be sure that:

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- All special characters, accents, and symbols are as they should appear in the published article. If your article includes non-standard characters and symbols, use Unicode fonts and provide a PDF of your article in addition to the Word version.
- The article title is listed at the top of your document and is exactly as it appears in your contract. If your article title has changed, please notify your OUP editor at the time of submission.
- You provided your full name and institutional affiliation as you want them to appear on the published article, along with the names of any approved coauthors and their institutional affiliations.
- You have provided an [abstract and keywords](#), and, if appropriate, a list of abbreviations.
- Headings and subheadings are concise and consistently formatted.
- All notes and references are complete and consistently formatted (see the [Notes, References, and Bibliography](#) section in these guidelines). Your reference list should contain an exact, complete reference for each citation in the text.
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- You have provided all final versions of images and tables with a complete and accurate caption list, as per [requirements](#) detailed in these guidelines.

Writing Your Article

Your article should be written for scholars and university-level readers, including advanced undergraduates, graduate students, and researchers within your field and adjacent fields. Your article should provide a synthetic summary of key topics and their development over time, and include key contributions and contributors, debates, controversies, and possible directions for future research. Your article can reflect your perspective, but please also consider the diversity of perspectives that have contributed to the field you are writing about. Avoid format-specific terminology such as “the next page” or directional language such as “see above.”

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Think long-term. Do not engage with anything that is obviously ephemeral and will cause your article to go out of date very quickly. Avoid using language that locks your piece into a particular timeframe, such as phrases like “in light of recent events,” or “in the last decade.” Instead use language like, “in the early 2000’s.” Think about the longevity of your article; don’t overemphasize events or developments just because they are current.

Length and scope. Follow word-count and scope guidelines as set forth in your contract. Do not devote more than a sentence or two to topics you are unable to discuss. Limit the use of jargon and abbreviations and define uncommon technical terms.

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- Concisely describe the content of your article
- Avoid hypothetical or rhetorical questions
- Google values the beginning of titles more than the end, so keep substantive search terms at the beginning of your title (good: “Che Guevara in Bolivia”; less good: “Building Upon Che Guevara’s Bolivia”)
- Be as specific as possible while accurately describing your article—broad terms are not the best for discoverability (for example, a search for “anthropology and genocide” in Google returns an OUP article titled “Anthropology and Genocide” on the first page of results; however, if the same OUP article were titled just “Genocide” it is unlikely to be discovered, as “Genocide” is too general a title)
- If your article focuses on a specific geographic location, please be sure to indicate this in your title

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Spelling and format

Spelling

Spelling should follow the *New Oxford American Dictionary*.

Headings

Headings and subheadings should be concise, consistently formatted, and clearly identifiable. This means all first-level headings should be formatted the same way, all second-level headings should be formatted the same way and differently from first-level headings, and so on. Use no more than three levels of headings. Think of headings as keywords for an online search. Headings must not include cross-references or cues to tables, figures, or notes.

Format

We prefer your manuscript be double-spaced, typed in Times New Roman 12-point font. Please keep formatting such as bold, underlining, manual section and page breaks, to a minimum. Please also turn off the automatic hyphenation function. Assign your article a file name with author surname name first followed by article title.

! Notes, References, and Bibliography

Before beginning to write your article, please refer to the following list to determine which style guide to use.

During copyediting, your references will be edited for style but will not be fact-checked, so please pay special attention to the accuracy of your references. Please also ensure that all references are full, complete, and consistently formatted. Do not use *ibid.*, *id.*, *op. cit.*, or other such reference abbreviations. Do not use a long dash to replace a repeated author name in a bibliography or reference list. Give page ranges in full (651–652, not 651–52).

Please only reference unpublished textual material if it is forthcoming in some published form. If the material you are referencing has a DOI (digital object identifier), be sure to include the DOI in your citation. The reference list should contain all works directly cited in your article and should not contain any works that you have not cited. If you find that some core works are not referenced in your article, you may provide additional references under the heading “Further Reading” immediately preceding the reference list.

American Psychological Association (APA) style

For the following modules, please follow the *American Psychological Association (APA) 7th edition* and use author-date citations with a corresponding reference list (example [here](#)):

Encyclopedia of Social Work
Oxford Research Encyclopedia of Business and Management
Oxford Research Encyclopedia of Climate Science



Oxford Research Encyclopedia of Communication
Oxford Research Encyclopedia of Criminology and Criminal Justice
Oxford Research Encyclopedia of Disability Studies
Oxford Research Encyclopedia of Economics and Finance
Oxford Research Encyclopedia of Education
Oxford Research Encyclopedia of Environmental Science
Oxford Research Encyclopedia of Global Public Health
Oxford Research Encyclopedia of International Studies
Oxford Research Encyclopedia of Linguistics
Oxford Research Encyclopedia of Natural Hazard Science
Oxford Research Encyclopedia of Neuroscience
Oxford Research Encyclopedia of Physics
Oxford Research Encyclopedia of Planetary Science
Oxford Research Encyclopedia of Politics
Oxford Research Encyclopedia of Psychology
Oxford Research Encyclopedia of Sociology
Oxford Research Encyclopedia of Sport and Exercise

Chicago Manual of Style (CMoS):

For the following module(s) please follow the *Chicago Manual of Style*, 17th edition, and use endnote formatting for your references (example [here](#)):

Oxford Classical Dictionary
Oxford Research Encyclopedia of African History
Oxford Research Encyclopedia of American History
Oxford Research Encyclopedia of Asian History
Oxford Research Encyclopedia of Food Studies
Oxford Research Encyclopedia of Gender and Women's History
Oxford Research Encyclopedia of Latin American History
Oxford Research Encyclopedia of Literature
Oxford Research Encyclopedia of Migration Studies
Oxford Research Encyclopedia of Military History
Oxford Research Encyclopedia of Religion
Oxford Research Encyclopedia of Science, Technology, and Society

For the following module please follow the *Chicago Manual of Style*, 17th edition, and use author-date citations with a corresponding reference list (example [here](#)):

Oxford Research Encyclopedia of Anthropology

Example citations

Author-date Citations with a Reference List - APA

(text)



The importance of knowledge as a crucial asset for firm performance has been of growing interest to organizational scholars over the last two decades (for example, Cook and Brown, 1999; Grant, 1996; Kogut and Zander, 1992; Nonaka and Takeuchi, 1995; Orlikowski, 2002; Spender, 1996). Whilst Nag et al. (2007) accepted that both institutional and organizational structures can retain knowledge, a significant portion of this knowledge is also contained in the cognition of the firm's constituent employees and other stakeholders; that is, within its human capital (Scott, 1995a, 1995b; Tsoukas, 1996).

References

Cook, S. D. N., and Brown, J. S. (1999). "Bridging Epistemologies: The Generative Dance between Organizational Knowledge and Organizational Knowing." *Organization Science* 10(4): 381–400.

Kogut, B., and Zander, U. (1992). "Knowledge of the Firm, Combinative Capabilities, and the Replication of Technology." *Organization Science* 3(3): 383–397.

Nag, R., Corley, K. G., and Gioia, D. A. (2007). "The Intersection of Organizational Identity, Knowledge, and Practice: Attempting Strategic Change via Knowledge Grafting." *Academy of Management Journal* 50(4): 821–847.

Nonaka, I., and Takeuchi, H. (1995). *The Knowledge-Creating Company* (New York: Oxford University Press).

Orlikowski, W. J. (2002). "Knowing in Practice: Enacting a Collective Capability in Distributed Organizing." *Organization Science* 13(3): 249–273.

Scott, W. R. (1995a). *Organizations and Institutions* (Thousand Oaks, Calif.: Sage).

Scott, W. R. (1995b). "Organizational Knowledge." *Organization Science* 6(5): 300–307.

Spender, J.-C. (1994). "Organizational Knowledge, Collective Practice and Penrose Rents." *International Business Review* 3(4): 353–367.

Tsoukas, H. (1996). "The Firm as a Distributed Knowledge System: A Constructionist Approach." *Strategic Management Journal* 17(Winter special issue): 11–25.

Endnote Citations - Chicago

All sources for material quoted or referred to in text should be listed as numbered endnotes under the heading "Notes" at the end of the article.

(text)

Historians need to engage what has come to be called "local knowledge," or the autochthonous expertise of Indigenous peoples, the foundations of understanding any region.¹ Traditionally, Indigenous peoples of Paraguay interacted with the environment by uniting exploitation of nature for survival and a reverence for the ecosystem that sustained them. Like other Indigenous peoples, their approaches to scientific knowledge reflected what often is called

Indigenous ecological knowledge, which “embodies the cosmological order of the human place in the physical, spiritual, and living biosphere with cognitive responsibility in balanced interactions that transcend time.”²

Notes

1. Nicola Miller, *Republics of Knowledge: Nations of the Future in Latin America* (Princeton, NJ: Princeton University Press, 2020).
2. Teresa Ryan Sm'hayetsk, “Territorial Jurisdiction: The Cultural and Economic Significance of *Eulachon Thaleichthys Pacificus* in the North-Central Coast Region of British Columbia” (PhD diss., University of British Columbia, 2014), 250–251.

Author-date Citations with a Reference List – Chicago (*ORE Anthropology only)

(text)

Copper holds an important place in the economy of Central Africa in the early 21st century and it have been known and valued for almost 1,500 years as “red gold” (Herbert 1984). It was primarily used to produce ornaments, valued objects and currency while everyday metal objects were typically produced using iron. In addition to the importance of metalworking and the figure of the smith in Central Africa (Dupré and Pinçon 1997; de Maret 1985b), copper’s scarcity, durability, and workability, as well as the symbolic aspects of its physical properties—color, luminosity, sound—made it the metal of choice to display wealth and prestige.

References

de Maret, Pierre. 1985b. “The Smith’s Myth and the Origin of Leadership in Central Africa.” In *African Iron Working*, edited by R. Haaland and P. Shinnie, 73–87. Oslo, Norway: Norwegian University Press.

Dupré, Marie-Claude, and Pinçon, Bruno. 1997. *Métallurgie et politique en Afrique centrale: Deux mille ans de vestiges sur les plateaux batéké, Gabon, Congo, Zaïre*. Hommes et Sociétés. Paris: Karthala.

Herbert, Eugenia W. 1984. *Red Gold of Africa: Copper in Precolonial History and Culture*. Madison: University of Wisconsin Press.

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Abstracts and Keywords (A&K) combined are used to aid discovery of your content and to generate links across relevant content. A&K also support the discovery of print and digital content marketed through OUP’s online catalog or in library catalogs. The availability of A&K is now an industry standard. Referrals from Google represent a higher percentage of total visits for sites that have free A&K (up to 40-70%), compared to those that do not (around 13-30%).

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Abstracts must:

- identify the content they are describing
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- summarize the content rather than 'selling' it
- refer to the content in the 3rd person neutral singular ('it' etc.)
- be a single paragraph
- not refer to specific works cited within the article or contain citations, footnotes, or non-textual components.

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Keywords are index terms that capture the essence of the topics covered in a piece of work and are essential to improving ranking in search results. Keywords should be the kinds of words and phrases that readers might put into a search box to find a particular piece of content. The following points must be observed for producing keywords:

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- Keywords longer than a single word may be used only where specialist terms are recognized and necessary; otherwise, do not exceed three words. The following exceptions apply:
 - Where the keyword is a work title
 - Where the keyword is the name of an organization or official body
 - Where the keyword is the name of a legal instrument (a law, treaty, regulation, etc.)"
- Keywords should be in their basic form (e.g. singular nouns, infinitive verbs, etc.), in contrast to the abstract, where any word form may be used
- be as specific as possible; avoid more general words, which may be identified by many searches accurately
- Identify the most important topics covered in the piece of content
- Use abbreviations, acronyms and initializations if these will be more familiar to the readership: "Tony Blair" not "Anthony Charles Linton Blair."

- use variants as separate Keywords as necessary, e.g. "RAF" and "Royal Air Force"
- Proper nouns should be presented as John Smith rather than Smith, John

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 - o "Statues dating as early as 1st century BCE portray Alexander the Great with his distinctive hairstyle (figure 1)."

Media formatting

- Tables should be Word or Excel files, named with author name and table number (numbered independently from images) e.g., "Smith-Table 1." Please avoid embedding tables in your manuscript. If a table is being delivered as an image file (.JPG, .PNG, .GIF) this should be named as a "figure" even though it is an image of a table.
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 - o Remember that the alt text will be heard in conjunction with the textual context. It should not duplicate information from the text or caption.
 - o If everything the image shows is explicitly stated in the text or caption, alt text need not be provided.
 - o Be concise; ideally, use 50 words or fewer. A rough guide is: one or two sentences for simple pictures (200 characters or fewer); two or three sentences (250 characters) for simple diagrams; and 4 or 5 sentences (500 characters) for complex images.
 - o Use complete sentences.
 - o For examples of alt-text for various forms of imagery, please consult OUP's [author guide to alt text](#).
- Please use the following format when captioning images:

Figure [#]: [figure caption]

Source: [figure credit line]

Alt-text: [alt-text description]

Example:

Figure 1: A Roman copy (1st century BCE) of a Greek bronze of Alexander the Great. The distinctive hairstyle immediately marks him as Alexander, despite the Roman cuirass.

Source: Alexander the Great. The National Archaeological Museum, Naples. Alinari © Alinari Archives, Florence.

Alt-text: A photograph of a marble bust of Alexander the Great set against a plain background. Alexander is depicted with a slightly tilted head, meticulously detailed curly hair, and a serious expression on his face.

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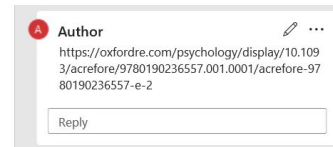
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Cross-references and External References

Cross-references refer to in-text links to other articles, to other headings in your article, or to specific headings in other articles. You may provide cross references to other articles in the encyclopedia in which your article will appear. Please provide cross-references in one of the following formats:

- Format 1 (hyperlink): “In many workplaces, there are tensions [between older and younger employees](#).”
- Format 2 (using “comment” feature in Microsoft Word):

“In many workplaces, there are tensions between older and younger employees.”



You are not required to create or suggest cross-references but they greatly improve the research journey and usefulness of your content. Cross-references must target a specific point in the text. Avoid using locators such as “see above,” “see below,” “infra,” “supra,” or “see p. XX.” Cross-references and external references are subject to editorial approval or additions.

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The Review Process

After submittal, your OUP editor will review your manuscript against the parameters outlined in your contract. Barring the need for revision at this stage, your article will be submitted to peer review and then to editorial board review, the results of which will be returned to you for response and potential revision. Once the reviews have been satisfactorily addressed, your article will be submitted to the Editor in Chief for final approval for publication.

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If OUP, the Editor in Chief, or the editorial board considers an update to the material to be necessary, OUP may commission a new article to address the change in the field. This could include approaching the author of the original contribution, or a new contributor.

! Appendix: Module-specific special instructions

If you do not see your specific Oxford Research Encyclopedia listed here, then please follow the above documentation and note that there are no special considerations for the encyclopedia that you are contributing to. Modules are listed in alphabetical order and linked to here for your convenience:

[Encyclopedia of Social Work](#)

[Oxford Classical Dictionary](#)

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Encyclopedia of Social Work

Biography Articles

Biography articles for the *Encyclopedia of Social Work* will be considerably shorter than a standard article. It is not imperative that citations be provided for this type of article, provided that the author has written this piece themselves without drawing from sources that would need to be cited. Inclusion of a Further Reading section is optional, and headings are not a strict requirement for biography articles.

Oxford Classical Dictionary

We ask that articles adhere closely to the structure outlined below:

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Use in-text parenthetical citations only for primary source citations, including inscriptions (e.g., CIL X 7297) and classical texts (e.g., Suet. Iul. 10.2). If texts are available online, consider linking to them, either in a separate “Primary Texts” section or directly in your text.
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If you wish, please include a list of links to relevant external sites, such as archives, online databases, and digital museum exhibits. Even if links are referenced elsewhere in the text of your article, they can be listed again in this section for easy reference.

Links to URLs should be formatted as hyperlinks in MS Word (e.g. the [Perseus Digital Library](#)). If possible, please provide a brief description of the hyperlinked resource.

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The Bibliography section should contain around 10–15 (and no more than 25) major books and articles on the subject. Rather than an exhaustive bibliography or a list of works cited, this should be a list of essential readings to which you would direct readers for further research. In some cases, subsections may be used to organize your bibliography; please consult with your area editor to determine whether necessary. This list may include works you have cited in your essay, but it does not have to, since these works will be referenced in the Notes.

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Style Requirements

Title for Historical Figures

If you are writing on a historical figure, please include the following information in the order given, where applicable:

NAME regnal number, 'epithet,' patronym or toponym, king of X, DATE

This information is especially important for entries that must be distinguished from another topic with a similar name. Date ranges can include lifespans, birth/death dates, dates of reign or length of office, or, when applicable, a flourish date. Please provide as specific a date as possible. If you are writing about ancient Greek dates, please split the year, when possible.

Examples:

Alexander III, 'the Great,' king of Macedon, 356–323 BCE

Alexander II, son of Pyrrhus, king of Molossia, 272–c. 240 BCE

Lollius Marcus, consul, 21 BCE

Spelling and Grammar

The *OCD* uses British spelling and the Oxford (serial) comma. OUP's copyeditors will convert any American English spellings to British during the post-approval copyediting stage of the production process.

Abbreviations

Abbreviations should be used for references to classical writers and their works, ancient texts, etc. in the in-text parenthetical citations. Please use **only** the standard abbreviations listed in the *OCD4* front matter, available as a [downloadable PDF](#) on the *OCD* website.

Dates

Dates should be given in the form BCE/CE, where both follow the date. Do not use BC/AD.

Proper Names and Place Names

Please use Latin forms of Greek proper names (e.g., Aeschylus, Cleomenes). Use the standard abbreviations for Roman *praenomina*, except in headwords where they should be given in full.

When citing classical place names, please give their modern equivalents in a parenthetical reference on first mention in the article, e.g., "Ariminum (modern Rimini)..."

Italics

Italics should be used only to indicate published books, journals, plays, works of art, and book-length poems, and foreign words and phrases that have not been naturalized, including transliterations of Greek terms. Do not use italics for emphasis.

Citation and Translation of Ancient Texts

Ancient sources, especially epigraphic and papyrological texts as well as others that may not be readily available, may be cited in the original as appropriate, but avoid extensive quotation of canonical, easily accessed texts. Transliteration may be used for single Greek words or short phrases; transliterate according to the [ALA-LC Romanization table](#) for Greek. Macra (not circumflexes) should be used for *eta* and *omega* (e.g., *Hōmēros*). Other diacritical marks, such as the smooth breathing, the coronis, acute and grave accents, and the diaeresis, as well as iota subscript and adscript, are omitted in romanization. Please provide English translations for all Greek, Latin, and Hebrew text used in your article.

Greek Text, Diacritics, and Other Special Characters

Please use a Unicode font for Greek and for other special characters and submit a PDF for reference. It is the author's responsibility to ensure all Greek is correctly spelled and accented.

Numbers and Measurements

Please use Arabic numerals except in the case of Roman legions. Give modern measurements in metric form with imperial equivalents in parentheses.

Revised OCD Articles

You should determine the level of revision that you feel is necessary to update the entry and make it more dynamic for the OCD's new digital form. Please consider the following options and consult your Area Editor for additional guidance:

1. **Light revision:**

- *Update Bibliography:* The bibliography should contain 10–15 (and no more than 25) major books and articles on the subject. Rather than a works cited, it should serve as a list of essential readings. In a bibliography update, please revise the section to include significant recent scholarship and important seminal texts. You are free to remove items as you see fit.
- *Update Text:* In this option, much of the existing OCD4 text is retained, and the article is revised and expanded to reflect current research trends. New citations and cross-references to other OCD entries are added.
- *Add digital resources and/or images, audio, and video.* The OCD's new online platform affords you the opportunity to add multimedia and digital resources that are useful and interesting to the reader, including hyperlinks to sources, digital archives, and YouTube videos; and maps, images, tables, audio files, or video files that can be embedded on the article page. See [Images, Audio, Video, and Other Visual Components](#) for more information.

2. **Heavy revision or full text replacement.** You are welcome to extensively revise or fully rewrite the existing entry to expand coverage of the topic, incorporate current scholarship, or take a different approach to the topic.

Oxford Research Encyclopedia of African History

Required and Optional Sections

- **Discussion of the Literature** Please provide a brief section that summarizes in broad strokes the history of scholarship, the important sources, and the current state of research on your topic. If you feel this section does not make sense for your article, please let us know.
- **Further Reading** (selected bibliography). Should include 5–25 sources.
- **Notes** (list of endnotes under the heading "Notes")
- **Primary Sources** (optional) Please consider adding a section on primary sources, if this would be relevant and helpful for the reader. This section should be formatted as a commentary paragraph with endnotes.
- **Links to Digital Materials** (optional). Formatted as a list, but should include some commentary, ideally.

Romanization

To standardize the transliteration of non-Roman scripts Authors should use the corresponding ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts created by the Library of Congress. <http://www.loc.gov/catdir/cpsol/roman.html>

Oxford Research Encyclopedia of American History

Required and Optional Sections

- **Discussion of the Literature** Please provide a brief section that summarizes in broad strokes the history of scholarship, the important sources, and the current state of research on your topic. If you feel this section does not make sense for your article, please let us know.
- **Further Reading** (selected bibliography). Should include 5–25 sources.
- **Notes** (list of endnotes under the heading "Notes")
- **Primary Sources** (optional) Please consider adding a section on primary sources, if this would be relevant and helpful for the reader. This section should be formatted as a commentary paragraph with endnotes.
- **Links to Digital Materials** (optional). Formatted as a list, but should include some commentary, ideally.

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Oxford Research Encyclopedia of Asian History

Required and Optional Sections

- **Discussion of the Literature** Please provide a brief section that summarizes in broad strokes the history of scholarship, the important sources, and the current state of research on your topic. If you feel this section does not make sense for your article, please let us know.
- **Further Reading** (selected bibliography). Should include 5–25 sources.
- **Notes** (list of endnotes under the heading "Notes")

- **Primary Sources** (optional) Please consider adding a section on primary sources, if this would be relevant and helpful for the reader. This section should be formatted as a commentary paragraph with endnotes.
- **Links to Digital Materials** (optional). Formatted as a list, but should include some commentary, ideally.

Romanization

To standardize the transliteration of non-Roman scripts Authors should use the corresponding ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts created by the Library of Congress. <http://www.loc.gov/catdir/cpsd/roman.html>

Oxford Research Encyclopedia of Disability Studies

The field of disability studies is focused on disability primarily, of course, but we encourage all contributors to enrich their work along the lines of intersectionality and internationality. Please note: ORE Disability Studies does not permit the use of first-person language in articles.

We also encourage contributors to include a section on **Further Readings**. Similar to the reference list, this section should be comprised of 5-25 citations for supplementary resources that can offer readers greater insight on the topic. If a resource is cited elsewhere in the article, there is no need to include it on this list.

Oxford Research Encyclopedia of Education

Use of first-person. Due to the nature of the topic, we do allow authors to use first-person language in Education articles. The use should still be limited to an as needed basis.

Oxford Research Encyclopedia of Gender and Women's History

Required and Optional Sections

- **Discussion of the Literature (strongly recommended).** Brief section that summarizes in broad strokes the history of scholarship, the important sources, and the current state of research on your topic.
- **Primary Sources.** Should be formatted as a commentary paragraph with endnotes.
- **Links to Digital Materials.** Will be a list, but should include some commentary.
- **Further Reading (required).** Selected bibliography. Should include 5–25 sources.
- **Notes (required).** List of endnotes under the heading "Notes."

Oxford Research Encyclopedia of Latin American History

Required and Optional Sections

- **Discussion of the Literature** Please provide a brief section that summarizes in broad strokes the history of scholarship, the important sources, and the current state of research

on your topic. If you feel this section does not make sense for your article, please let us know.

- **Further Reading** (selected bibliography). Should include 5–25 sources.
- **Notes** (list of endnotes under the heading "Notes")
- **Primary Sources** (optional) Please consider adding a section on primary sources, if this would be relevant and helpful for the reader. This section should be formatted as a commentary paragraph with endnotes.
- **Links to Digital Materials** (optional). Formatted as a list, but should include some commentary, ideally.

Romanization

To standardize the transliteration of non-Roman scripts Authors should use the corresponding ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts created by the Library of Congress. <http://www.loc.gov/catdir/cpsd/roman.html>

Oxford Research Encyclopedia of Linguistics

Article Structure

- **Table of Contents**
At the top of your manuscript, please provide a table of contents that lists all section headings and subheadings found in the main essay, indicating the level of each heading. There is no need to provide page numbers. Please note that this table of contents is for internal purposes only and will be used to ensure that section headings are coded correctly.
- **Abstract**
- **Keywords**
- **Essay**
- **Critical Analysis of Scholarship** (optional)
Please consider discussing, briefly, the main threads of scholarship, including past approaches to the subject as well as research questions that are currently being pursued. This section is optional.
- **Further Reading** (optional)
This section should be a list of the first 10-25 readings to which you would direct a student who wanted to read more deeply on this topic. These sources may, but need

not be, cited in the text.

- **Links to Digital Materials** (optional)

Please list links to digital archives, collections, etc. Links should be scholarly in nature and openly available, and may, but need not be, included in the text. Links to URLs should be formatted as hyperlinks in the manuscript. Please refer to websites by name, so that URL is not visible (e.g., "[Oxford English Dictionary](#)," not "[Oxford English Dictionary: https://www.oed.com/](#)"). Please provide persistent URLs and DOIs whenever possible.

- **References**

Your article should include a complete works cited list in APA citation style under the heading "References."

- **Notes** (optional)

List any endnotes at the end of your article.

Style and Conventions

Headings

Headings and subheadings should be concise, consistently formatted, and clearly identifiable. Article title and headings should be in title case. Please format headings as follows: **1. Bold**, **1.1 Bold Italic**, and *1.1.1 Italic*. Please number headings and use level-2 and level-3 sparingly.

Interlinear Glosses: Use the rules and abbreviations laid out in the [Leipzig Glossing Rules](#). Use small capitals for abbreviations in interlinear glosses.

Quotation marks: Use single quotation marks for glosses and translations of single words, use double quotation marks for quotations within the text.

Italics: Use italics for all cited linguistic forms and examples in the text and to introduce technical terms. Do not use italics for emphasis, to the extent possible, or for numbered examples or bracketed transcriptions.

Boldface: Use boldface type for logical notations in which it is required.

First-person language: Do not reference yourself directly or use first-person pronouns (e.g., "I believe..." or "...as we will see...").

Transliteration: Transliterate or transcribe all languages not normally written with the Latin alphabet, including Greek and Cyrillic, in addition to using the original alphabet. Use IPA symbols unless there is a good reason not to do so.

Numbered Examples: Place each numbered item on a separate line with the number in parentheses; indent after the number; use lowercase letters to group sets of related items. In the text, refer to numbered items as 2, 2a, 2a,b, 2a-c (no parentheses). Please note that due to production requirements, all numbered examples will be captured as static images in your final article. Therefore, any references within numbered examples will not be cross-linked to corresponding citations in the References section.

Common Symbols:

- / / phonemic representation
- [] phonetic representation
- { } excess letter
- ~ is equivalent to
- / __ in the environment
- / __V before a vowel

Oxford Research Encyclopedia of Literature

Article Structure

Please adhere to the article structure outlined below.

- **Title and Author Name**
Provide your full name and affiliation, as they should be published, beneath the article title.
- **Abstract**
- **Keywords**
- **Essay**
Title and headings should be in title case. Make **level-1 headings bold**, **level-2 headings bold and italic**, and **level-3 headings roman and italic**. Use level-1 and -2 headings sparingly.
- **Discussion of the Literature** (optional)
Summarize the main threads of scholarship on your topic, including past approaches and current research questions. The main essay will cover the history of the subject, while this section should provide a critical analysis of the important literature and an overview of the state of research in the field. It will be around 750 words and sources should be cited using endnotes.
- **Further Reading**

This selected bibliography should include essential reading: the first 10 to 20 readings to which you would direct someone who wanted to read more deeply on this topic.

- **Links to Digital Materials** (optional, but encouraged)
Provide links to digital museum collections, entire archives, etc. Links should be scholarly in nature and freely available.
- **Notes**
List any endnotes at the end of your article. All works discussed within the article must be cited with endnotes.

Style Requirements

Translation

All non-English titles mentioned in the essay and Discussion of the Literature must be accompanied by an English translation within parentheses. English translations of titles within the Further Reading and Notes are optional.

Transliteration

If your article contains diacritics, please use a Unicode font and submit a PDF for reference. For consistency throughout the encyclopedia, please use the following conventions:

- Please transliterate words in non-Latin alphabets to the extent possible. If no other chart is specified, please use the [ALA-LC Romanization Tables](#).
- All characters used should be available in the Unicode character set for Times New Roman.
- If you plan to use transliteration in your article, please consult with your OUP editor in case there are further style notes available.

Abbreviations and acronyms

Use very sparingly and introduce in parentheses at first use.

Oxford Research Encyclopedia of Politics

Required Sections:

- Abstract
- Key Words
- References

Labeling Sections:

- Introduction
- History/Overviews
- Assessments and Conclusions

Optional Sections:

- Further Reading

- This selected bibliography should include essential reading: the first 10 to 20 readings to which you would direct someone who wanted to read more deeply on this topic.
- Notes section for all endnotes - allowed, but not required

Oxford Research Encyclopedia of Psychology

Further reading section: In addition to your APA style reference list, please also provide at least 10 unique sources that expand upon the subject of your article. These may be foundational texts in the field or additional resources useful to your reader.