

# Writing Instructions

The *Honours Review* is a multidisciplinary journal, aiming to cover the many different fields the University of Groningen has to offer. It aspires to offer new and interesting insights to its readers, written in an attractive and exciting way. Although our publications will be popular in nature and written for a broad audience, our foundations rest on the scientific method.

The *Honours Review* aims for a young, intelligent public; it is read by (Honours) students with very diverse backgrounds. This entails that your article should be easily readable by students from other fields than your own. In this document, you will first find the writing instructions, which should be used in order to submit your article to the *Honours Review*, and second some insight into the reviewing and publication process. We would like to thank you in advance for your submission, and if you have any further questions, please do not hesitate to contact Michael Lerch, organization officer of the *Honours Review* at [articles@honoursreview.nl](mailto:articles@honoursreview.nl)

## **THE ARTICLE**

Types of articles we are interested in:

- We are open-minded: we welcome non-traditional, critical articles;
- Papers written for a course of the Honours College (both deepening and broadening modules, from every year);
- Articles on own initiative, i.e. articles not written for Honours College courses. If you want to write an article specifically for the *Honours Review*, for example an interdisciplinary article covering a topic from multiple perspectives, please contact us. We can help you set up your paper;
- Commentaries on papers already published in the *Honours Review*;
- Journalistic revisions of already published work, such as popularizing papers originally written for a scientific journal or bachelor's/master's theses.

## **Length**

We would like to receive and publish papers of approximately 2000 words. If your paper contains less or more words, do not hesitate to contact us. We can help you with shortening your article or give advice on how to strengthen your article. Depending on the complexity of your topic, exceptions regarding the word limit can sometimes be made.

## **Document structure (requirements)**

Please send us a text document that meets the following standards:

Title page containing:

- title of article
- subtitle of article
- author(s)
- name and field of study
- the discipline(s) the article concerns
- affiliation (e.g. RuG, etc.)
- contact information (e-mail and telephone nr.)

Main body of manuscript:

- paragraphs containing appropriate headings
- appropriate citations in Honours Review style
- no footnotes!
- double line spacing
- font: Times New Roman, 11 points; headings: 14 points; Title: 18 points
- use block-formatting for paragraphs

- indentations (0.75 cm)
- single column
- no spacing before or after paragraphs

#### Appendix:

- Teaser (max 150 words)
- 5 quotes (from your own article)
- Text-boxes (indicated in main text by :(TEXTBOX #))

#### Textboxes

You are allowed to include elaborations in infoboxes which will be published alongside the core text. These infoboxes can provide insight into, and explanation of disciplinary concepts, or, when an article is more generally written, more in-depth information on concepts for those readers who would like to know more.

#### References

With respect to referencing, the *Honours Review* has a system of its own that combines the clarity of the Chicago Style of referencing (Author-Date format, 16<sup>th</sup> edition) with the brevity of the Vancouver style of referencing. Generally, we would like you to use the Chicago Style for the appearance of your citations in the reference list. There are multiple reference guides on the Chicago style to be found online (Google works fine). The Vancouver aspect replaces the usual in-text citations such as (Coppa, 1992, p34) with numbers based on the order it was cited in the paper. For instance, if a source is the first one to be cited in the paper, use (1). If you cite the same source later in the paper, you will again use (1). The second (new) source cited would get a (2), and so forth. Consequently, your reference list will be ordered according to the sequence in which you first cited your material. Underneath you can find an example of how your reference list could look like in the *Honours Review* adaptation of Chicago:

1. Coppa, F. 1992. *The origins of the Italian wars of independence*. London: Longman.
2. "Police: 20 children among 26 victims of Connecticut school shooting," *CNN*, accessed January 5, 2013. <http://edition.cnn.com/2012/12/14/us/connecticut-school-shooting/index.html>.
3. Caspi, Avshalom, Joseph McClay, Terrie Moffitt, Jonathan Mill, Judy Martin, Ian W. Craig, Alan Taylor, and Richie Poulton. 2002. Role of genotype in the cycle of violence in maltreated children. *Science* 297, no. 5582 : 851-854.

However, if you do not like to learn a new reference system and would like to spare yourself a lot of time, much easier would be for you to use the free program **RefWorks (see *How to use RefWorks* file)**. For those that are not familiar with RefWorks, it is online software that does the referencing for you in any style of referencing there exists. If you are not using the program yet, we seriously recommend you to start using it, as it will save you hours of time with every single paper that you will write in the future. Thus also here, it makes the Honours Review Style much easier to implement, as RefWorks can do that for you. The university has implemented our style in the system. RefWorks and its instructions can be found at <http://www.rug.nl/science-and-society/library/support/refworks/>. Here you can also apply for one of the many short workshops or demonstrations organized at the RUG to help you understand the relatively easy software. Alternatively, Mendeley is a viable alternative.

**In short:**

- We only publish articles in English, in order to preserve the international character of the Honours College.
- Keep in mind that you are writing for a broad academic audience, so some concepts will need more elaboration.
- Be both scientific and enthusiastic in conveying your topic to your audience.
- Give a short but attractive introduction to your topic and write an interesting and comprehensive conclusion.
- Use either British or American spelling. Be at all times consistent.
- We welcome pictures, tables or even short movie clips as an addition to your article; however, with respect to the layout, we cannot always guarantee that they will be published.

**Publication of articles**

Concerning publishing the papers, the *Honours Review* has the right to reject and revise papers, in consultation with the Council of Experts. Every article received is checked for issues concerning intellectual property and plagiarism.

**Consent**

If you send an article to the *Honours Review*, you thereby give permission to the Editorial Board to publish your article on the website and/or the paper journal. If a teacher sends your article, you will always be asked for permission before publication of your article.