

Thank you for your interest in publishing your work in the *Paranormal Review*. If accepted, your submission should conform to these guidelines. If in doubt, ask the editor, Dr Leo Ruickbie, at [paranormalreview@spr.ac.uk](mailto:paranormalreview@spr.ac.uk).

### Language

British English.

### Style

Scholarly and readable. You are writing for an educated and scientifically literate audience, and can, therefore, write at a high level, however, you should always aim to be vivid, engaging and understandable.

### Article Length

Article length should always be agreed before submitting. Examples: 2,000 words for a two-page article with heading, no illustrations and up to nine notes; 1,600 to 1,800 words for a two-page article with illustrations and notes. Both longer and shorter submissions will be considered.

### The Submission

Submissions should contain, as separate files: the text of the article; illustrations; a short biography of the author (approx. fifty words); and a photograph of the author. Submissions, including all illustrative material, should be sent as digital copy to [paranormalreview@spr.ac.uk](mailto:paranormalreview@spr.ac.uk).

### File Formats

Acceptable file formats: Word doc; OpenOffice odt; Rich Text rtf. Please no .docx, if you can avoid it. Illustrations: high quality jpg, png or tiff (600ppi or 300dpi). A rule of thumb: the greater the file size, the better.

### Rights

All submitted material (text and illustrations) must have the permission of the copyright owner for publication. If the contributor is not the copyright owner, then written permission must be supplied.

### Style Guide

The *Paranormal Review* uses the style guide of the Modern Humanities Research Association (MHRA). This can be viewed online and downloaded for free at [www.mhra.org.uk](http://www.mhra.org.uk). Some of the main considerations are listed below. Please note that exceptions given here over-ride the MHRA Style Guide.

#### *Article Titles*

Articles should have a short main title (two to four words) that aims to be evocative and interesting with a longer explanatory sub-title.

#### *Capitalization*

Titles, sub-titles and other headings should be properly capitalized: capitalize the first word of the title, the last word of the title, and all nouns, pronouns, verbs, adverbs, adjectives, subordinating conjunctions, and a few conjunctions. Prepositions are only capitalized if they are used adjectivally or adverbially. Unless at the beginning, do not capitalize: a, an, and, at, but, by, for, in, nor, of, on, or, so, the, to, up, yet.

#### *Quotation*

Use single quotation marks (‘ ’) for all quotations, placed within punctuation, e.g., So-and-so said ‘quote’.

#### *Date Format*

Day in numerals, month in words, year in numerals, e.g., 13 April 2015. Centuries are written out, e.g., the nineteenth century. BCE (Before the Common Era) and CE (Common Era) are used instead of BC and AD.

#### *Numbers*

Spell out numbers under 100, except when used for exact currency values, units of measurement, statistics and mathematical equations.

#### *Some Spelling Conventions*

Use -ize instead of -ise, but see the exceptions given in the MHRA Style Guide.

focused and focusing.

targeted and targeting.

Per cent, not %.



### References

Reference using the **short title system with endnotes** (no bibliographies). See [www.mhra.org.uk](http://www.mhra.org.uk) for details and free download of their guide, but note the exceptions used here. Examples:

#### Book (Single Author)

Leo Ruickbie, *A Brief Guide to Ghost Hunting* (London: Robinson, 2013).

#### Chapter in Book (Single Author)

Leo Ruickbie, ‘“So Terrible a Force”: Spirit Communication in the Hermetic Order of the Golden Dawn and Its Relationship to Spiritualism’, in *The Spiritualist Movement: Speaking with the Dead in America and Around the World*, vol. 3, ed. by Christopher M. Moreman (Santa Barbara, CA: Praeger/ABC-CLIO, 2013), pp. 101-119.

#### Article (Single Author) in a Periodical

Leo Ruickbie, ‘A Vision in Bermondsey, 1917: A Previously Unreported First World War Anomalous Experience’, *Paranormal Review*, 71 (July 2014), pp. 28-9.

#### Article (Single Author) in a Newspaper [note that this differs from MHRA]

Leo Ruickbie, ‘Friday the 13th’, *Daily Express* (12 September 2013), p. 15.

#### Unpublished Conference Paper

Leo Ruickbie, ‘Estranged and Enchanted Eroticism: The Role of Nudity in the Depiction of Witchcraft and Wicca’, paper presented at the ‘Visions of Enchantment: Occultism, Spirituality and Visual Culture’ conference, University of Cambridge, 17-18 March 2014.

Note proper capitalization of titles. Use full names (no initials). In endnotes, because they are not alphabetically arranged, the first name comes before the surname.

### Short Title Reference System

Using the short title system: the first reference is given in full in the endnotes, subsequently truncated to author surname and the first two to three words of the title in further references.

Place the note at the end of the paragraph or sentence; where necessary it can be placed next to the item referenced, but this is to be avoided when possible. Combine endnotes wherever possible: the fewer the better.

### Notes and Word Processing

In most cases it is better to add notes by hand in the form ‘[1]’ (square brackets enclosing the note number) after punctuation and set as normal script (not superscript). Notes can be added automatically: add as ‘footnotes’ set to display at the end of the document (do not use the automatic ‘endnotes’ function as this does not import well).

### In General

No tables.

No lists (numbered or with bullet points).

Avoid long quotations.

Avoid frequent quotation.

Avoid the use of italics for emphasis.

Avoid one sentence paragraphs.

No informal contractions: ‘do not’ not ‘don’t’, etc.

Avoid the use of exclamation marks (except in original cited material).

Use the paragraph formatting function to space paragraphs; do not insert blank lines using the ENTER key.

### Conditions

Contributors agree to contribute only original and unpublished work.

Contributors agree to have their submissions edited.

Contributors agree not to publish their submitted work elsewhere, including posting it on the internet.

Contributors agree that proofs, when sent, are for the contributor only and not to be re-distributed.

Contributors agree that in cases of dispute, the editor’s word is final.

**Your help is appreciated in making sure that your submission conforms to these guidelines.**

