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RELATIONS  
PUBLISHING

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### Basic guidelines

- Please prepare your article in Microsoft Word format (.doc/.docx).
- Please write in British English throughout. Exceptions are permitted when quoting or referring to a position/place (Secretary/Department of Defense etc.). We recommend setting your Microsoft Word settings to 'English (UK)'.
- Please supply a bio text noting your academic/professional credentials, your notable publications and your website (if available). This can be placed at the top of your script.
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- Your submission should not exceed 4500 words (excluding references). The optimum length for our format is 2500-4000 words.
- When fashioning a title for your content, we prefer short, snappy titles of less than 50 characters. We can allow up to 80 characters as a maximum (including spaces).

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- Please use any recognised variant of the Harvard system to compile your references. In-text citations should follow the following format: (Smith 2001: 2) / (Smith 2001: 2-7)
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- Bold-set and left align all headings. If you are using two levels of headings, italicise sub/2nd level headings.
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- In-text quotes should be wrapped in single quotation marks ('...'). Quotes within quotes should be in double quotation marks ("..."). Please do not italicise quotations. Longer quotes should be indented.
- Dates should be displayed as '1 September 2014' (no commas etc.)
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