



Colour Turn Stylesheet

1 Submission

1.1 General Information

You can submit your paper via e-mail at [submission\[at\]colourturn.net](mailto:submission@colourturn.net). If possible, prepare your submission in a basic word-processing program (preferably MSWord) and submit it as a .doc/.docx file. Please contact us if you would like to use other file formats. Please also send a second copy of your submission as a .pdf file.

1.2 Order and Content

Your submission should include the following:

- a title page containing the title of the paper (max 20 words) and all contributors including their title, associate institution and e-mail address
- an abstract (200-250 words as well as 3-5 relevant keywords)
- the manuscript itself (min. 3500 words)
- any acknowledgments or reference to translation
- a separate list of all figures and tables, including descriptions

The name/s of the author/s should not be added to pages containing the abstract and the manuscript to maintain anonymity for blind review.

2 Style

2.1 Abbreviations & Contractions

You should avoid using abbreviations in the manuscript text. Abbreviations can be used in parentheses or footnotes. All other words should be spelled out. Exceptions are abbreviations used for measurements (mg, kg, etc.). If possible, do not use contractions in your manuscript or abstract.

2.2 Dates

Dates should be given in the European format (day/month/year). The months should be spelled out (e.g. 28 September 2020). Date ranges should use a dash and no space and should not be partially elided (e.g. 1991-1999 **not** 1991-99).

2.3 Emphasis

You may use italics for emphasis. Make sure to use these sparingly. Do not use **bold** lettering for emphasis. You may use SMALL CAPITALS or *italics* for book and movie titles. Whatever system you use, make sure to use it consistently. If your manuscript uses another system for emphasis, please make sure to add an explanation of the system used.

2.4 Figures, Tables & Illustrations

Images, figures, tables, graphs and illustrations should all be labelled as „Figures“ and numbered consecutively without any gaps. Captions should consist of - title, author or creator and date of publication. Please keep captions as short as possible to not disrupt the layout of the text. Make sure to clearly mark where Figures should be placed in the text (e.g. “Insert Figure 1 here”). It is the authors responsibility to



acquire copyright permission for any item used in the articles. Please provide a table of figures at the end of the article with references to the sources.

2.5 Use of gendered pronouns

Try to use the plural or singular „they“ whenever possible or reword to avoid using pronouns, instead of using phrases like „he or she“.

2.6 Headers

Headers should be numbered when the article contains sub headers. Please start numbers at 1 and use the following style:

1 First-level heading; 1.1 Second-level heading; 1.1.1 Third-level heading

If you are not using sub headers in your article headers do not have to be numbered.

2.7 Names

The first time a person is mentioned in the manuscript the full name should be given. For any further mention, only the surname should be used. If there is more than one person with any given surname mentioned, please continue to use full names to avoid confusion.

2.8 Numbers

Numbers between one and ten should be spelled out. For numbers higher than ten please use Arabic numerals. Arabic numerals should also be used for percentages, units of measurement and listing of numbers where one figure is higher than ten.

2.9 In Text Quotations

In text quotations of less than 100 words should be incorporated in the text and marked with double quotation marks (“...”) followed by a footnote with the source, including page reference.

In text quotations of more than 100 words should start at a new paragraph. The text should be added as a free-standing block of text and indented on the left by one half inch. The quote should not be marked with quotation marks but followed by a footnote with the source, including page reference.

2.10 References, Footnotes & Bibliography

The style used for references and footnotes as well as the bibliography is the Chicago Manual – Notes and Bibliography Style. You can find instructions for the style as well as examples here. Please **do not** use the Chicago Author-Date Style or any other reference style! Only mention works in your reference list if they are cited in the manuscript. Avoid long text in the footnotes. If possible, footnotes should only be used for references.

2.11 Spelling

The journal is written in British English. Spelling and punctuation should be made according to the Oxford dictionary. Please note the exception regarding quotation marks (2.9).