



CARIBBEAN JOURNAL OF  
**MIXED METHODS RESEARCH**

## Style Sheet & File Preparation Guide for Authors

UWI Press Journal Style Sheet and File Preparation Guide  
For Authors, Editors and Contributors

April 2019

Authors: Please note that this is the style sheet your copy editor will follow. To ensure an efficient production process, we encourage you to prepare your manuscript as closely as possible to these specifications and to follow either citation style outlined by the Chicago Manual of Style, 16th ed., available here: [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html).

**Punctuation:** British, but with double rather than single quotation marks.

- Punctuation outside quotation marks unless quoting a grammatically complete sentence beginning with a capital letter. Dialogue is an exception to this rule.
- Use 's for possessive of names ending in s, following Chicago Manual, 16th ed., preference. Note: When a proper name is italicized, its possessive ending is set in roman (e.g., the Gleaner's anniversary).
- Use double quotation marks; single for quotes within double.
- No serial comma unless required for sense or clarity (e.g., where "and" is part of one of the elements in the list: "He went to Spain, Greece, Portugal, Trinidad and Tobago, and Italy").
- Use en dashes with a space on either side as punctuation.
- Ensure superscript note numbers are placed outside of all punctuation.
- Do not use a comma in front of an open parentheses unless it's a numbered list run into text. "When she ran, (and she could run fast)" is incorrect.
- If an entire sentence is within parentheses, ensure that the period is also within the parentheses.
- Ellipses: Do not use at start or end of an obviously incomplete sentence. Retain the punctuation of the material being quoted before the ellipses.

**Abbreviations:** British

- No periods with contractions (St, Dr, PhD) or units of measurement – follow Oxford Dictionary. Note in particular lb not lbs.
- In general, do not use abbreviations for units of measurement in running text in nonscientific copy. Spell out to kilometres, feet, pounds etc. The exception would be if the abbreviation is used in a table.

- For adjectival use, US, UK and EU are fine, otherwise spell out to the United States, the United Kingdom, the European Union (“The US envoy” or “The envoy from the United States”).
- Mark for small caps BC, AD, BCE, CE. No periods to be used here. Use either BCE/CE or BC/AD consistently in a single work. Either is acceptable.
- Acronyms and abbreviations: If the name, such as University of the West Indies, is used more than five times in the work, use the abbreviation or acronym consistently after the first mention. For occasional use, however, spell out the name. There is no need to include the abbreviation in parentheses unless it will be used. Prepare a list of abbreviations ensuring that abbreviations appear accurately on the list and that the name is identical in both the text and the list (e.g., do not have UNIA as Universal Negro Improvement Association in the list of abbreviations and United Negro Improvement Association at first mention).

**Capitalization:** Follow Chicago Manual, 16th ed., which favours a more down style than some UK usage. No caps for non-attributive use of titles such as president, prime minister (e.g., “Prime Minister Smith spoke” or “The prime minister, John Smith, spoke”).

**Hyphenation:** Follow either Chicago Manual or Oxford usage consistently within a work.

Note: Always keep as open compounds adverbs ending in -ly plus participle or adjective (poorly dressed man) – these are often hyphenated in traditional British use.

### **Numbers:**

- Follow Chicago Manual humanities style for spelling out 1 to 100, and multiples thereof (e.g., two hundred thousand, twenty-seven hundred, but 23,333). Consult Chicago for exceptions.
- Follow basic Chicago style for treatment of ranges of numbers; use en dashes between ranges of numbers, no space either side (e.g., 13–14; 234–36 [not 234–236 or 234–6]).
- Use commas in thousands in nonscientific copy
- Units of measurement: if there are very few instances of use, spell out numbers (in nonscientific copy) with the unabbreviated unit of measurement (kilometres not km); where there is more frequent use or fractions, use digits consistently.

### **Dates:**

- Set as Day Month Year, no commas. No commas between month and year (e.g., 4 May 1992; June 1924).
- In chapter and table titles use all digits in the inclusive years (e.g., 1965–1967;

in running text 1965–67 is fine as long as not preceded by “between” or “from”, in which case dash should be “and” or “to” and all digits would be used).

- For decades, use 1850s, not the 1850’s, 50s, ’50s, Fifties or fifties.

#### **Extracts:**

- Follow Chicago Manual for treatment of extracts (including poetry, if any). Set as extracts quotations of 70 words or more, or three or more lines of poetry.
- Do not make any changes to quoted material.

#### **Tables & Illustrations:**

- Ensure list of tables and list of illustrations correspond to captions and table titles. A shortened version of a caption can be used in the list of illustrations.
- Clearly identify approximate placement of tables and illustrations and ensure tables and illustrations are referenced in the text (e.g., “see table 2.4”).
- Ensure tables and illustrations are numbered at the chapter level.

#### **Names of People, Titles and Places:**

- For living persons, consult either *Webster’s* or *Britannica* or, for names not found there, *Who’s Who* or *Who’s Who in America*, among other resources.
- For names of well-known deceased persons, Chicago generally prefers the spellings in the biographical entries of *Merriam-Webster’s Collegiate Dictionary* (referred to below as *Webster’s*), which are incorporated into the regularly updated online version (see [bibliog. 3.1](#)), or, for names not found there, *Encyclopaedia Britannica* ([bibliog. 4.3](#)).
- No spaces for initials in names (J.J.).
- Names and initials of persons, real or fictitious, are capitalized. A space should be used between any initials, except when initials are used alone. See also 7.66, 10.12. Ensure list of tables and list of illustrations correspond to captions and table titles. A shortened version of a caption can be used in the list of illustrations. No spaces for initials in names (J.J.).



**Other:**

- Do not use abbreviations such as etc., e.g. or i.e. in running text – use “and so on”, “for example” and “that is”. Parenthetical use is acceptable in notes.
- Do not use contractions (it’s, wasn’t, we’ll etc.) unless quoting material.
- In nonscientific copy, spell out the symbol % but retain digits (e.g., 56 per cent). The per cent symbol can be retained in tables.
- Do not use his/her, she/he and the like.
- Use of and/or is strongly discouraged although at times unavoidable.
- Use lowercase and digits when referring to chapters, part, tables, figures (e.g., chapter 10, part 3, table 11.2, figure 5).
- Italicize unfamiliar non-English and non-Latin words
- Italicize titles of books, journals, magazines, films, paintings, plays, operas, long poems, record albums, television and radio series.
- Italicize names of ships and planes (but no itals for SS, HMS, e.g. HMS Pinafore).
- Use consistently World War I, World War II or First World War, Second World War.
- Set in roman, without quotation marks and using title capitalization the names of parts of a book, names of conferences and seminars.



## **Spelling Checklist:**

Our preference is for modern British rather than traditional British spelling (so among not amongst; targeted not targetted; learned not learnt). Spelling: British, with "z" endings – follow Concise Oxford Dictionary, 12th ed.

Note: Analyse, catalyse, paralyse are exceptions to the z-ending rule, so stet s or change z to s.

See below for a list of common variations in UK and US or Canadian spelling  
Common oversights in British vs US or Canadian spelling are as follows (US is given first):

### **US/UK**

- am/-amme programme, although program [n. & v.] for computer terminology
- ay/-ey grey
- ck/-que- cheque, chequered
- ce/-se- practise, license [v.]; practice, licence [n.]
- e/-ae- archaeology, anaemia, aesthetic, haemorrhage
- e/-oe- foetal, diarrhoea
- er/-re fibre, calibre, centre, litre, sombre, theatre, meagre, spectre, sceptre
- eu/-oeu- manoeuvre f-
- /ph- sulphur
- ing/eing ageing, eyeing
- gment/-gement judgement, acknowledgement
- l/-ll- marvellous, woollen
- ler, -led/-ller, lled travelled, counsellor, councillor, marshalled
- ll/-l- fulfil, skilful, wilful, instalment
- og/ogue catalogue
- ol/-oul- mould, smoulder
- or/-our colour, honour, labour, harbour, vigour, rigour
- ow/-ough plough
- per, -ped/-pper, -pped worshipper, worshipped
- se/-ce defence, offence, pretence
- sk-/sc- sceptical
- yz/-ys- analyse, catalyse, paralyse



**Other Words:**

cozy (US)/ cosy (UK)

prize (v.) (US) /prise (v.) (UK)

artifact (US)/artefact (UK)

toward (US)/towards (UK)

pajamas (US)/pyjamas (UK)

reconnoiter (US)/reconnoitre (UK)

jewelry (US)/jewellery (UK)

supersede (not supercede)

alternate (US)/alternative (UK)

## References:

Follow Chicago Manual, 16th edition, preferred styles for either endnotes or author–date citations (consult Chicago for details and for more unusual references such as archival material, Command papers, parliamentary and Colonial Office documents).

Never combine citation styles. If using author–date citations, notes are to be for explanatory text only, not citations. General newspaper articles should be treated as in-text citations.

Please note the one distinction in style: Retain British punctuation with quotation marks in references, leaving punctuation outside the quotation marks.

See [http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

- In notes, use of *ibid.* is acceptable for a sequence of individual repeated references, but *op. cit.*, *loc. cit.*, *idem.* are not. Do not italicize *ibid.*
- When author–date citations are used, the works cited list is to be titled References; when endnotes are used, the list is titled Bibliography, Selected Bibliography or Select Bibliography.
- Cross-check note citations with bibliography to ensure same in both places. It is not essential that everything cited in endnotes appear in the bibliography if it is titled “Selected Bibliography”.
- In notes to single-authored works, either use the full title only at first mention or use short titles in the notes and have a comprehensive bibliography.
- In multi-authored works, treat the notes to each chapter as new (i.e., if the a work is cited in chapter 1 and again in chapter 5, give the full details at the first mention in each chapter).
- For works with endnotes, if a novel is being discussed in detail, the first note can indicate that subsequent references to the novel will appear parenthetically in the text.
- Cross-check author–date citations with the reference list to ensure all citations have a corresponding reference. Delete any references in the reference list that are not cited in the text.
- Only use *et al.* (in roman, not italics) for in-text citations if there are more than three authors or editors of a work.
- Omit *p.* and *pp.* with page numbers.
- Only include the state in place of publication if it is ambiguous or a little-known town; always use DC with Washington; use two-letter postal abbreviations consistently (so Athens, GA; St Augustine, FL [to distinguish from St Augustine, Trinidad]; Cambridge, MA [we assume it’s UK unless otherwise specified, so not necessary to include UK]).
- When using short titles, drop the article and use the same short title throughout (so *The Development of Creole Society in the West Indies* would become *Development of Creole Society*).



- Omit *the* article from journal titles (i.e., *Caribbean Journal of Mixed Methods Research* not *The Caribbean Journal of . . .*)
- Use 3-em dashes for repeated names.
- Spell out ampersands in publishers' names; do not abbreviate University in publishers' names; delete Ltd, Co. and Inc. from names.
- Ensure consistency in publishers' names.
- Use title capitalization, i.e., upper and lowercase, for all titles.
- Follow Chicago Manual for treatment ranges of arabic numbers, viz.
  - Less than 100: use all digits (2–10; 72–75)
  - 100 and multiples of 100: use all digits (100–102; 900–938)
  - 101 to 109 (and multiples): use changed part only (102–7; 608–24)
  - 110 to 199 (and multiples): use two digits or more if needed (321–25; 650–743; 1123–34; 1233–433)
- Consult Chicago Manual for treatment of online sources.

## **Electronic File Preparation**

Adapted from the University of Chicago Press guidelines for authors.

- Keep formatting simple: do not use the features in MS Word to generate headings, table of contents, tag index entries or automate reference lists/bibliographies (you may, however, use automated endnotes).
- Submitted the text portion of the manuscript as a single file. There must be no illustrative material or text boxes embedded in the manuscript file.
- Ensure the electronic file includes a title page, table of contents, list of illustrations, list of tables and list of abbreviations (as applicable).
- There must be no comments, annotations, or hidden text whatsoever in the final version of the manuscript that you submit to the press. In addition, make sure that all "tracked changes" or other revision marks have been accepted as final (i.e., there should be no revision marks, hidden or otherwise, in the final MS).
- Do not use the space bar to achieve tabs or indents or to align text.
- Do not use the automatic hyphenation feature. There should be no "optional" hyphens in your manuscript.
- Use the same typeface, or font, throughout the entire manuscript. If a second font containing special characters not available in standard typefaces is used, please alert your editor.
- If a chapter has more than one level of subheads, differentiate them visually (with centring, bolding, underlining, etc.) or, preferably, by typing (using angle brackets) <A>, <B>, or <C> at the beginning of each subhead, as appropriate.
- Book title, chapter titles and subheads should be clear and concise.
- Do not assign "styles" to achieve different formats for subheads, block quotes, paragraph indents, etc. The default, or "normal," style should be the only style in your manuscript.
- Do not insert an additional hard return to create extra space between paragraphs. Where you wish a space break in the book to indicate a change of subject, type "<space>" on a line by itself.
- Format prose extracts (block quotations) and verse extracts with your word processor's feature for indenting paragraphs. Insert a hard return only at the end of a paragraph or a line of verse. Do not "line up" text using the space bar – adjust the indent level instead.
- Do not "manually" create hanging indents for your bibliography by using hard returns and tabs in the middle of an entry. Instead, use the hanging indent

feature in your word processing program. If you are unsure how to do this, simply indent the first line of each entry (i.e., format them like the paragraphs in the rest of the book).

## **Tables, Figures and Charts**

See

[http://www.aupresses.org/images/stories/documents/aaup\\_graphic\\_guidelines.pdf](http://www.aupresses.org/images/stories/documents/aaup_graphic_guidelines.pdf)

- Figures, tables and other illustrative material must be numbered at the chapter level and saved as separate files with names corresponding to numbering.
- Each table, illustration, photograph or figure of any kind, must have a sequentially numbered "callout" in the manuscript that indicates placement: "<Figure 1.1 about here>". Also include a separate, sequentially numbered list that matches the callouts in the manuscript and contains a caption and credit line (or source), if any, for each figure.
- Keep in mind that tables will be printed at 6 x 9 inches and oversized tables cannot be accommodated legibly.
- Prepare tables using a roman font; italic and bold should not be used for emphasis.
- Bar graphs: Do not use grey or colour in bar graphs. Instead, use solid black, solid white, and patterned (e.g., horizontally or diagonally striped) bars. Do not use "three-dimensional" bar graphs unless there is a compelling reason for the information to be rendered in three dimensions.
- Line graphs: Choose patterns that are easily distinguished from each other. Patterns with similar characteristics are hard to differentiate after reduction. Dotted or dashed lines should be thick enough and varied enough to withstand considerable reduction. If possible, avoid using triple-dot-dashed line styles or any variation that uses 4 or more identifying components.
- Line art: Line art is best reproduced when it is a crisp black-and-white image and contains no unnecessary grey shading. If grey must be used in the figure, the figure must adhere to all requirements for halftone images.
- Figure files should be in TIFF or EPS format. EPS files saved by a commercial-quality graphic program (such as Adobe Photoshop, Adobe Illustrator) are generally the most reliable. Authors should avoid using applications that cannot save directly in TIFF or EPS format.

### Unacceptable Artwork Types

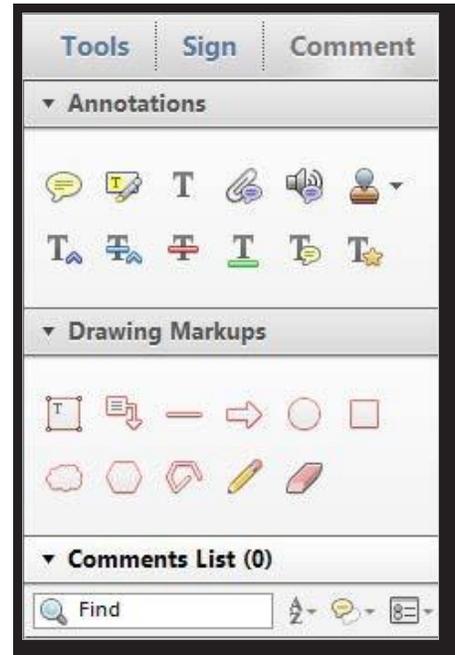
- Artwork created with PowerPoint, Excel, Word, or WordPerfect are low-resolution images that are not suitable for professional reproduction. Graphics created in these programs are acceptable only if they are line images, with no gray, colour, or shading.
- Graphics downloaded from the Internet: Graphics downloaded from Internet pages are not acceptable for print reproduction. These graphics are low-resolution images (usually 72 dpi), which are suitable for screen display but are far below acceptable standards for print reproduction.

# Guide to PDF Annotation

Annotating PDFs is easy, and can be done using Adobe Reader, Version XI. Adobe Reader is a free program that can be downloaded from the Adobe website: <http://get.adobe.com/reader/>. The Reader is available for a variety of operating systems, including Windows, Mac OS, Linux, and Android. PDFs can be annotated in Adobe Professional as well, but we recommend not using any other third-party software.

Once you have downloaded Reader, you can open any PDF file. The annotation and drawing tools referred to below are located in the upper-right corner of the screen, and can be accessed by clicking on the “Comment” tab.

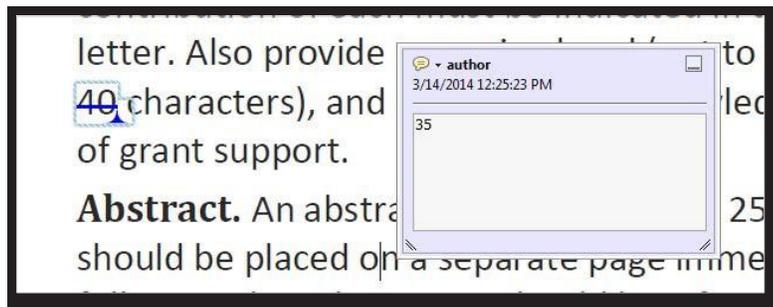
There are many tools available in Reader, and you want to choose the tool that most efficiently communicates what you want to correct in the PDF proof. See below for some common annotations.



## Desired Action

## Appropriate Tool

Replace Text\*



To mark text for deletion and to replace it with something else using a single annotation, select the text you want to replace. Click on the “Replace Text” tool. A comment box opens. Type the replacement text in the box. Close the comment box; the text for deletion will have a line through it and the replacement text will appear when the cursor hovers over the line.

\*If you need to insert or replace text in more than one place within a line of text, it is more efficient to replace the entire line of text rather than annotating each correction separately.

Desired Action

Appropriate Tool

Remove Text



**Journals.** References to journal articles should include surnames and initials ~~(list all authors if fewer than seven; if seven or more, list the first three followed by et al.)~~ full abbreviated journal name, year of publication, and inclusive pagination. An example is: Hussong JW, Perkins SL, Huff RW, et al. Wilms' tumor with neural elements.

author  
3/14/2014 2:16:22 PM  
Delete text in parentheses and comma.

Select the text you want to remove. Click on the “Delete Text” tool. A red line will appear through the text that was selected. Double-click on the red line and a comment box opens. Type “Delete” in the comment box along with a description of what is being deleted. Your text will appear when the cursor hovers over the red line.

Highlight Text for Formatting Changes



Kleihues P, Burger PC, Scheithauer BW. **Histological Typing of Tumors of the Central Nervous System**, 2nd ed. Berlin, Heidelberg: Springer-Verlag, 1988.

author  
3/14/2014 12:41:29 PM  
Make title italic.

The “Highlight” tool is useful for indicating that you only want to modify the formatting of text. Select the text you want to modify. Click on the “Highlight” tool, and the selected text will be highlighted. To enter instructions regarding the highlighted text, double-click on the highlight and a comment box will open. Type your comment into the box. This is useful for indicating you want text in italic or bold. You can also highlight text by clicking on the “Highlight” tool and then dragging your cursor over the text you want to highlight.

Insert Text\*



Embryo and Fetus. Philadelphia: J.B. Lippincott, 1992;437–466.

**Papers in conference abstracts.** These references include surnames and initials of authors, year of conference, city, publisher, and inclusive pagination. Example: Kjaer I. The prenatal axial skeleton as marker of

Inserted Text 4/17/2014 8:48:23 AM  
author Options  
DOI: 10.1563/1234-98-65ABD

Place the cursor where you want to insert text. Then click on the “Insert Text” tool. A comment box opens and a wedge icon appears in the text where you have indicated an insertion is needed. Begin typing and your text will appear in the open comment box. You can also copy and paste text into the open comment box from another source, such as a Word document, an e-mail, or another comment box.

\*If you need to insert or replace text in more than one place within a line of text, it is more efficient to replace the entire line of text rather than annotating each correction separately.

Desired Action

Appropriate Tool

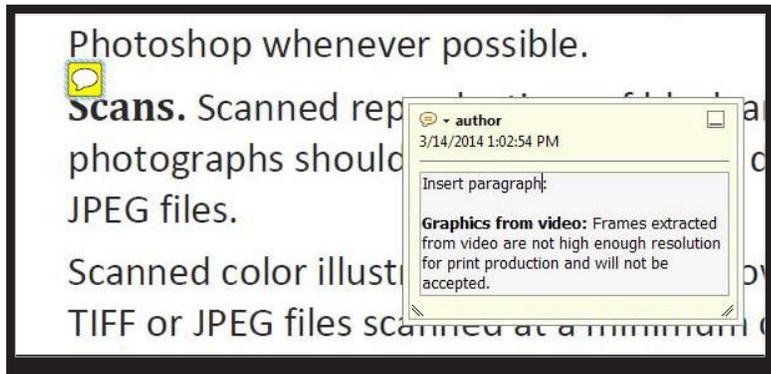
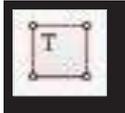
Insert Text Between Paragraphs (please choose only one)



OR

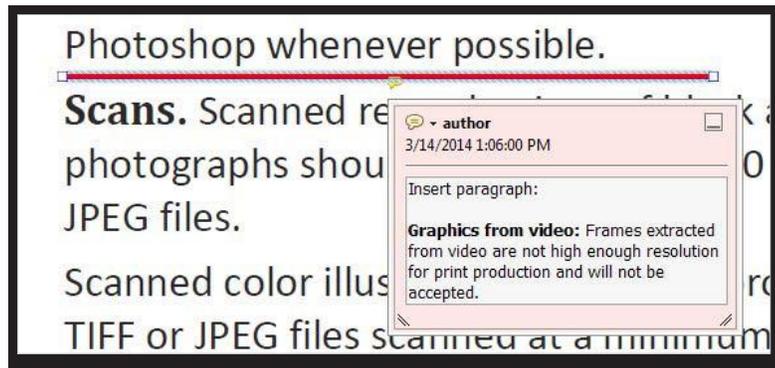


OR



Click on the “Sticky Note” tool. Click again where you want the new text to appear. A comment box will open. Type or copy text into the comment box, being sure to describe exactly where the new text should be inserted. To move the sticky note to a new location, hold the left button on the mouse down and the sticky note will move until you let go of the button. Place the sticky note where you want it on the page, making sure that the icon does not obscure any text that needs to be corrected.

OR



Click the “Line” tool. Click in the page where you want to start the line. Drag the cursor to create the line, and click again to finish the line. Double-clicking on the line will open a comment box. Type or copy text into the comment box, being sure to describe exactly where the new text should be inserted.

OR

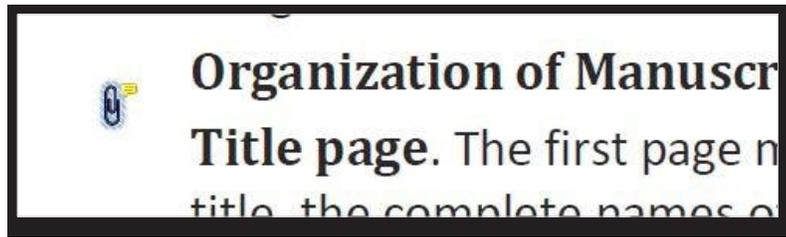


You can also use the text box tool to insert text or give directions. Click on the “Text Box” tool. Click again where you want the text box to appear. Begin typing. This box does not close. You can adjust the size and shape by double-clicking on the frame. Double-clicking will also open a comment box. Be sure that the text box does not cover any text that needs a correction.

Desired Action

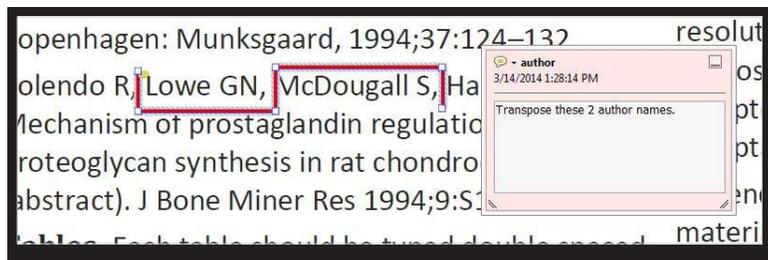
Appropriate Tool

Insert an Attachment



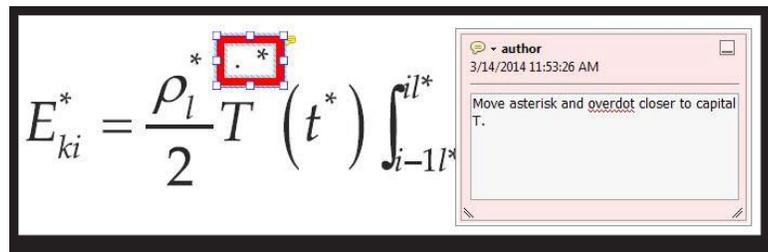
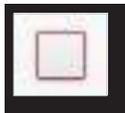
Indicate the insertion of text or a graphic in any position on the page by attaching a file to the PDF. Click the “Attach File” tool, and the cursor becomes a pushpin icon. Click on the PDF at the place where you want the text or graphic to be inserted. A window pops up that allows you to navigate to and select the file to be attached. Then a window appears, giving you a choice of icons to use (paperclip, tag, pushpin, or graph). Click on any one of the icons, and then click “Okay.” This icon now appears on the PDF page. When you double-click on the icon, the file you attached opens.

Transpose or Move Text and/or Figures



The “Polygon” tool works well for indicating changes to the order, alignment, or indenting of some part of the text, or movement of figures to elsewhere on the page. Click on the “Polygon” tool. Click on the page where you want to start the line, and click once to change direction. You can do this as many times as you need to. Click twice to end the polygon. With this tool you can indicate you want text transposed by drawing a red polygon around the text. To enter instructions regarding the line you have drawn, double-click the line and a comment box will open. Type your comment into the box.

Annotate in Tight Spaces



The “Rectangle” tool works well for indicating that you want to move text without covering it up with another type of annotation tool. To use this tool, click on the “Rectangle” tool and drag the box over the text you want to modify. You can use this tool to mark small or large pieces of text to be changed by putting a box around them. To enter instructions about what should be changed, double-click on the square and a comment box will open. Type your instructions into the box.

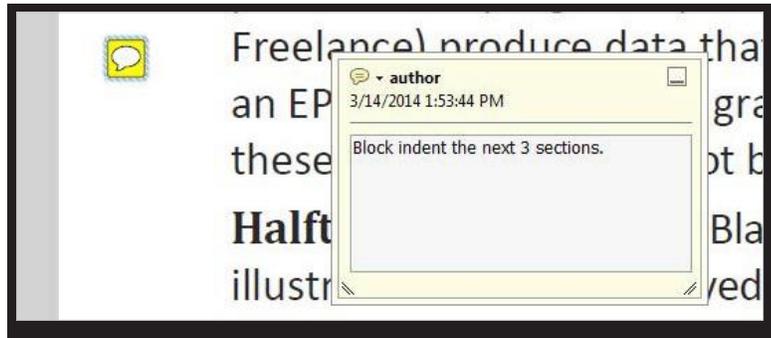
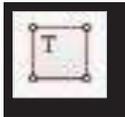
Desired Action

Appropriate Tool

Leave a Note of Instruction (please choose only one)



or



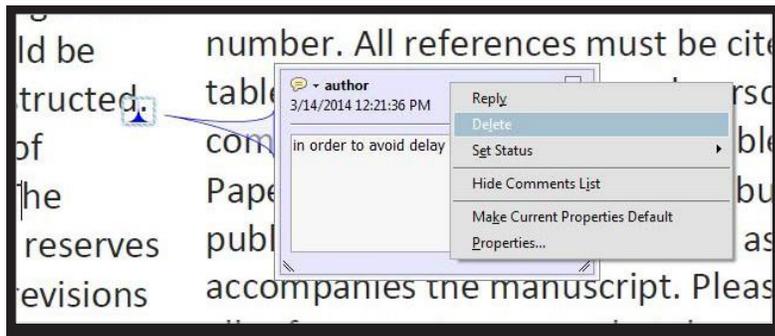
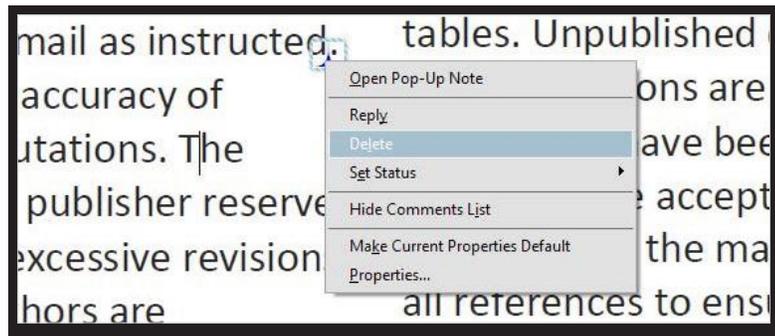
Click on the “Sticky Note” tool, and then click in the text where you want the sticky note to appear. A comment box will open. Type your comments into the box. Make sure that the icon does not obscure any text that needs to be corrected.

OR



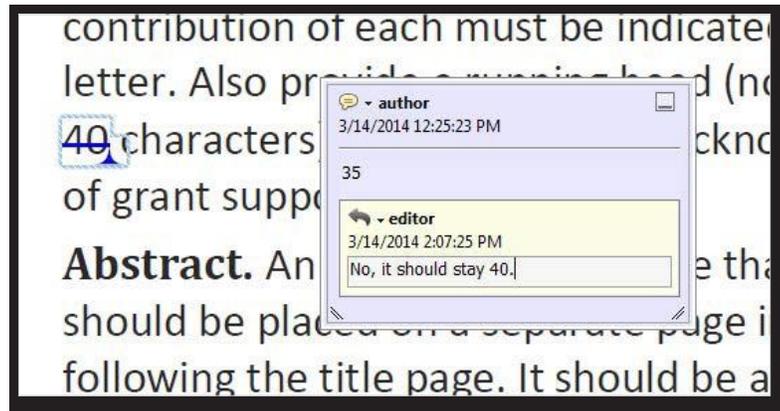
Click the “Text Box” tool, and then click in the text where you want the text box to appear. Type your comments into the box. Make sure that the icon does not obscure any text that needs to be corrected.

Delete or Undo an Annotation



Undo any annotation (Insert Text, Delete Line, Highlight, Attachment, Rectangle, etc.) by right-clicking on the annotation’s icon. Then click on “Delete.” Or, you can reopen the comment box, right-click on the header of the comment box, and click “Delete.”

Reply to an  
Annotation



If someone has entered an annotation in the PDF that requires a reply, right-click the annotation and then click "Reply." Enter the reply into the box that pops up.

### Things to Avoid When Annotating a PDF

- Do not use the "Pencil Tool"  to make hand written annotations. Comments made with this tool can be difficult to read and affect clarity of intention when the corrections are made.
- Do not use the "Typewriter Tool"  to replace or insert text. The "Text Edit" tool provides more precise means of editing text.
- Do not use the "Sticky Note"  tool to mark all edits. The "Sticky Note" tool is best used for short notes. Placing the sticky note over desired areas of alteration within the text obscures the text and can affect clarity of intention when corrections are made.
- Do not use multiple tools to mark one edit. Using the most precise tool will help minimize the need to use multiple tools for clarity.
- Do not leave comment boxes on annotations blank. A blank comment box increases the likelihood that a correction will be made inaccurately, or not at all, due to uncertainty of desired intent. However, superfluous explanation is also not necessary. Comments should be precise and to the point.
- Do not change or directly alter the PDF article text. Doing so is problematic because the reader cannot easily discern what corrections have been made.

