| **ACRONYMS** | Spell out on first use and insert acronym in round brackets. Then spell out if emphasising.  
| i.e. Cultural Heritage Without Borders (CHWB) applied for UN funding. For this, CHWB received … |
| **CAPTIONS FOR VISUAL MATERIAL** | Italics. Maintain order and format.  
| i.e. Fig.1 Tokyo nightscape. Photo by Naohiro Yako [if needed]. Source: Pen Magazine International |
| **CITATION STYLE FOR BIBLIOGRAPHY** | Employ the Modern Language Association (MLA) citation style, used in the Humanities sector.  
| Refer to: [MLA Formatting and Style Guide](#)  
| Bibliography in the ending ‘References’ section should be listed alphabetically, then chronologically. |
| **CURRENCIES** | Eurozone: €  
| US$: $ or US$ if there is a mixture of dollar currencies.  
| Other dollar currencies: A$, C$, HK$ etc.  
| Britain: £  
| Japan: ¥  
| Sums in all other currencies are written in full, with the number first:  
| i.e. 100 million yuan, 50 million pesos… |
| **DATES** | i.e. On 2 January 2013, the Supreme Court ruled…  
| NOT: On 2nd January 2013, the Supreme Court ruled… |
| **FONT** | Montserrat, font size 11 |
| **FOOTNOTES** | Avoid using footnotes. Refer to ending bibliography with authors’ surname and date of publication in round brackets if reference made explicit.  
| i.e. reference explicit: With this regard, Foucault (1978) stresses how…  
| Or both authors’ surname and date of publication in round brackets if author’s surname not employed in the phrase. Citations in the text should appear in chronological, then alphabetical order.  
| i.e. reference not employed: US scholars (Smith 1985, Jones and Redman 1987, Other et al. 2000) recently said… |
| **HIGHLIGHTING TEXT** | Use italics to emphasise words.  
| i.e. This is the beginning of a challenging agreement. |
| **NAMES** | First name (or given name) and surname on first mention, surname only thereafter. |
| **NAMES OF ORGANISATIONS** | Please capitalise.  
| i.e. The Organization of American States (OAS) met in… |
| **NUMBERS** | Use numerals for numbers greater than nine.  
| i.e. Between five and 10 people. |
| **OTHER LANGUAGES** | Mark foreign words in italics, and if needed, specify their meaning in round brackets.  
| i.e. This was an annus horribilis.  
| i.e. The wunderkammer (cabinet of curiosities). |
Note: this does not apply to topography.
  i.e. Petra community relies on the archaeological remains of the area for ...

**PERCENTAGES**
Write out 'percent' in full, rather than using the % symbol.
  i.e. seven percent of customers
  i.e. 30 percent of employees

**PUBLICATIONS**
Use italics for names of publications. Names of individual chapters or articles should be written in single quotation marks (" ").
  i.e. Thomas Friedman argued in his New York Times article "Charlottesville, ISIS and Us..."
  i.e. In the journal article ‘The Long-Term Impacts of Violent Conflicts on Human Capital’, Chan Hang Saing and Harounan Kazianga argue that...

**QUOTATION MARKS**
Quotation marks can be single (‘’) or double (“ ”). You should enclose quoted matter in double quotation marks, and use single quotation marks for a quotation within a quotation.
  i.e. "Do you know", he said, "what the word 'bibilical' means?"

**SPELLING AND VOCABULARY**
Essays are submitted in English. Authors are welcome to use American, Australian, British, Canadian, or other spellings as long as they are used consistently throughout.
  i.e. canonize and program (USA)
  i.e. canonic and programme (UK)
  NOT canonize (USA) and programme (UK)

**STRUCTURE OF THE ARTICLE**
- **Introduction** – title missing in this part as the article’s one takes its place. Provide a succinct introduction to the topic you are discussing.
- **Main body**: subdivision in intermediate *paragraphs with dedicated title*. You are free to include as many paragraphs as you think it is appropriate.
- **References**: for formatting bibliography refer to: [MLA Formatting and Style Guide](#)
- **Author**: bio and contact details (email, social media handles, etc.).

**TITLES**
Full stop.
  i.e. Mr. Jones, Mrs. Brannigan, Dr. Patel
Words such as ‘president’ and ‘prime minister’ should be capitalised when used as a title before a name. They should be lower-case when used as a mere description:
  i.e. President Emmanuel Macron met a delegation from Libya...
  i.e. The president of France, Emmanuel Macron, met a delegation...

**WEB LINKS**
Insert hyperlinks / URLs from the original article also in your translation and format them directly into the article text.
  i.e. The [Charter on the Preservation of Digital Heritage by UNESCO](#) deals with the concepts of digital and virtual heritage.