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Publication Guidelines

Please submit your draft paper electronically in Microsoft Word, double-spaced with good margins, and in 11-pt Arial font. Use automatic page numbering with page numbers centred at the bottom of the page.

News Analysis drafts should be between 1,000 – 2,000 words.

For reports the minimum number of words is 5,000 with no upper limit, however most papers published are between 8,000 – 12,000 words, not including bibliography.

REPORTS: CITATIONS AND BIBLIOGRAPHY

Please use the MHRA referencing style for your footnotes and bibliography. You can download the MHRA style guide for free here: www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml.

When citing internet sources, please delete the <http://> at the beginning of URLs. Please include all footnotes in 9-pt Arial font.

GRAPHICS AND TABLES

Please insert graphics and tables where they belong in the text. Figures and tables from other sources must be properly referenced.

STYLE

News analysis and reports should be written in concise, active and grammatically correct English. Jargon should be avoided or clearly explained. American or UK spellings may be used, however please be consistent throughout your paper.

Once submitted, your paper or article will be subject to peer review and revisions may be required for a final draft.

PUBLISHING YOUR PAPER

Once the final draft is agreed, your paper or article will be published on our website. News analysis articles are open-access, while reports are only available for our members to download.

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We will post a link to your paper on our Twitter page @TheOBHE which has over 5,500 followers and will also send out an email to our mailing list of over 10,000 people.

A press release and a copy of the news analysis or report will be sent to a selection of journalists that we work with regularly. We will inform you of any articles that they write about your paper and will also share these on our Twitter page and website.