

## Mini style checklist for TRIALOG – A Journal for Planning and Building in a Global Context

This journal follows Oxford Journals HUMSOC style (Author-Date).

### Reference style

- References are given in a references section at the end of the paper. These should be listed in alphabetical order.
- References are ordered: Author (year) Title. Place of publication: Publisher.
  - **Journal article:** Turner, J. F. C. (1968) 'The Squatter Settlement: An Architecture that Works', *Architectural Design*, 38/5: 355–60.
  - **Book (monograph):** Dewar, D. and Uytendogaardt, R. S. (1991) *South African Cities: A Manifesto for Change*. Cape Town: Urban Problems Research Unit, University of Cape Town.
  - **Contribution in an edited volume:** Harms, H. (1992). 'Self-help Housing in Developed and Third World Countries'. In: K. Mathéy (ed.) *Beyond Self-Help Housing*, pp. 33–52. London: Mansell.
  - **Website:** The Global Land Tool Network (GLTN) (2021) Social Tenure Domain Model (STDM): A pro poor land information tool, <<https://stdm.gltm.net/>> accessed 20 Mar 2021.
- For references with four or more authors, write the first four authors followed by 'et al.'.
- When citing more than one publication from the same author and year, add a, b, c closed up to the year of publication (e.g. Harms 1992b).
- Page spans are elided to one digit: e.g. 196–7
- Unpublished data and personal communications should include name and year (e.g. Robinson 2009, unpublished). If names are confidential, a suitable combination of initials, age, profession, role or place of residence of the person providing the information should be stated (e.g. municipal planner at Addis Ababa City Administration 2017, personal communication).

### In text citations

- All references should be cited in the text with (author surname year: page range), e.g.
  - (Turner 1968: 358)
  - (Dewar & Uytendogaardt 1991: 17; Harms 1992: 50)
  - (GLTN 2021)

### Quotations

- Pull out as separate paragraph if more than 5 lines of text.
- In text quotes: single quotation marks are used.
- Quotes within quotes: use double quotation marks.
- Punctuation should be included within the quotation marks if it forms part of the quote, or remain outside if not part of the quote.

## **Abbreviations**

- Spell out at first use.
- Latin phrases such as *ibid.* and *supra* are allowed.
- Units of measure: use 'per cent' in running text.

## **Spelling**

UK ise preferred, US spelling allowed.

## **Punctuation**

- Oxford comma allowed
- Provide punctuation after closing single quotes if the punctuation is not part of the sentence in quotes
- There should be no comma after *i.e.* or *e.g.*

## **Numbers and dates**

- Write out one-word numbers. Two-word numbers should be expressed in figures (*i.e.* write out twelve or twenty, but not 24).
- Exceptions: a series of numbers appearing close together; numbers giving exact measurements or with abbreviated units of measurement such as 7 kg, 15.8 mm; in usual cases like 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions etc. where round numbers are given (*e.g.* two hundred, fifteen thousand); per cent (not percent); use % only in tables.
- Thousand separator is a comma, *e.g.* 1,000.
- Dates are given in the format: 20 January 1999.
- Use 1930s, not thirties, 30s or '30s.