***RUW 2nd Conference on Women and Society***

***in collaboration with Gulf Education***

***Empowering Women through Higher Education***

***(18-19 April 2018)***

**Instructions for Authors**

**Paper preparation**

**Manuscript preparation**

**1. General guidelines**

Manuscripts are accepted in English. British spelling and punctuation are preferred. Please use single quotation marks, except where ‘a quotation is “within” a quotation’. Long quotations of 50 words or more should be indented without quotation marks. Punctuation: NJ, BBC do not have full points between them. For names of article authors and in references, include a space between initials (Smith, J. P.). Numbers: spell out one to nine, then 10, 1000, 10,000. 10% (except at start of sentence). Dates: 4 October 2005 / in the twenty-first century.

Manuscripts should be compiled in the following order: title page (including Acknowledgements as well as Funding and grant-awarding bodies if relevant); abstract; keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).

Abstracts of 150 words are required for all manuscripts submitted.

Each manuscript should have 3 to 6 keywords.

Word count should be maximum 6000 words.

Section headings should be concise.

All authors of a manuscript should include their full names, affiliations, and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. Please give the affiliation where the research was conducted. Please note that no changes to affiliation can be made after the manuscript is accepted. Please note that the email address of the corresponding author will normally be displayed in the article PDF (depending on the journal style) and the online article.

All persons who have a reasonable claim to authorship must be named in the manuscript as co-authors; the corresponding author must be authorised by all co-authors to act as an

agent on their behalf in all matters pertaining to publication of the manuscript, and the order of names should be agreed by all authors.

Biographical notes on contributors are not required.

Please supply all details required by any funding and grant-awarding bodies as an Acknowledgement on the title page of the manuscript, in a separate paragraph, as follows:

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**2. Formatting**

Font: Candara

Size: 12

Line Spacing: 1.5

Referencing Style: Harvard

**3. Figures**

* Please provide the highest quality figure format possible. Ensure that all imported scanned material is scanned at the appropriate resolution: 1200 dpi for line art, 600 dpi for grayscale and 300 dpi for colour.
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