

APPRAISAL STYLE SHEET

Please observe the following, which will make the Editor's task much easier (we have no secretarial help at all!)

1. Send all articles as e-mail attachments, and prepared for anonymous reviewing: i.e. no author's name, affiliation or first person references to other publications.
2. EITHER ask for the master sheet OR open a new document, and remove all paragraph styles, and then save it Rich Text Format (.rtf)
3. Whether you are using the downloaded master sheet or are creating a your own, please make sure that:
 1. Language is set to **English (United Kingdom)** (we do not accept American spellings).
 2. The font is **Times New Roman** throughout.
 3. Line spacing is single.
 4. For quotations and titles of articles, use single curly quotation marks (Alt+0145, Alt+0146) and double ones (Alt+0147, Alt+0148) for quotations within quotations;
 5. Use the paragraph styles set out below: NB the specification for each style is composed in that style: e.g. in Heading 2 and Heading 3, only the first word has an initial capital.
6. **All notes must be endnotes .**
7. References.

Any generally recognised system of references may be used, including abbreviations and page numbers in the text with a Bibliography at the end, especially if there are frequent references to the same publications. If a separate Bibliography is not included, the bibliographical details must be given in the first endnote in which the publication is mentioned, and then only the title or abbreviation with page numbers in all subsequent ones. References to the books by Michael Polanyi should use the customary abbreviations ('PK', 'TD', etc.)
4. Layout and paragraph styles:

TITLE (HEADING 1, CENTRE, BOLD, 14 PT)

Abstract (Heading 3: bold, 11 pt, justified, spacing between paragraphs 1/2 line above)

80 words maximum (First: 11 pt, justified, no lines before or after paragraph)

Keywords (Heading 3)

In alphabetical order (First)

1. Subtitle (Heading 2: 12 pt, justified, bold, italic, spacing between paragraphs 1/2 line above). Please provide suitable sub-headings at every 800 or so words, and, if required sub-sub-headings between them.

1.1 Sub-sub title (Heading 3)

First paragraph (First)

Remaining paragraphs (Body Single: 11 point, justified, single spacing, no lines before or after paragraph. Each new paragraph will begin with an indent in the first line and so there is no need to use tabs to add indents.)

Except for extended quotations ('Indent': 10 point, justified, single spacing, indent all lines 0.4 cm from Left and Right margins, half line before and after paragraph. If the quotation contains a change of paragraph then please remove the half-line spacings between them. NB No opening and closing quotation marks.

Bibliography: (Heading 2), if required.

Allen, R.T., *Beyond Liberalism*, Rutgers, NJ, Transaction Publishers, 1998. ('Notes': Times New Roman 10 point, Justified, single spacing, hanging indent with rest of paragraph indented, 0..5cm.)

Notes: (Heading 2)

1.[tab]See, Allen, R.T., 'Emotional parasitism', *Appraisal*, Vol. 9, No. 2, Oct. 2012, p. 35.

2.[tab]But the author does not mention ...(Notes).

Thank you for your attention.