

Journal of the Foundation Year Network

Style Guide

(Version 1, September 2025)

Introduction

This *Style Guide* is designed to help authors and editors achieve a consistent approach to the presentation of articles in the *Journal*. It aims to foster an attractive layout and promote accessibility and ease of reading.

It will greatly assist the editors and copy-editors if authors can ensure, as far as possible, that their work conforms to these guidelines prior to submission. The editors may ask authors to make alterations in line with this guidance as part of a process of author revisions.

Any queries or suggestions regarding the *Style Guide* may be emailed to the editors at fynjournal@gmail.com.

Layout and font

Text	Font	Size	Style	Case
Article title	Palatino	22	Italic	Title
Abstract	Calibri	12	Italic	Sentence
Body text	Calibri	12	Plain	Sentence
Section headings	Calibri	13	Bold	Sentence
Subheadings	Calibri	12	Bold, italic	Sentence

Alignment and spacing

- All text, including titles and subtitles, and the reference list, should be left-aligned, NOT justified.
- Long quotations (i.e. those which would take over three lines of normal text) should be indented 2.5 cm left and right, but still left-aligned.
- The abstract should also be indented as above.

- Line spacing should be 1.15, with an additional line break after each paragraph.
- Paragraphs should not have first line indents.

Italics

- Do not use italics for quotations (whether from literature or from interviews etc.) other than to add emphasis.

Capitalisation

- 'foundation year' should not be capitalised except when referring to a specific named programme. 'Foundation Year' can then be used to stand in for the full name of the programme.
- 'university' as a concept or general term should be lower case; use upper case when referring to a specific University (even when the name is not given in full).
- 'higher education' and 'further education' are not capitalised when written in full, but HE and FE can be used without introduction.

Quotation marks, inverted commas and apostrophes

- Quotation marks and inverted commas should all be single; the only exception is for quotes within quotes.
- Possessive apostrophes where a name ends in 's' – following the Oxford University Press style, add a final 's' when the name has one syllable, i.e. Williams' theory but James's hypothesis.

Abbreviations

- The abbreviation 'FY' should not be used in the article text except when it is part of the acronym or abbreviation of a specific programme (e.g. 'SEFY') that has been introduced.
- Write all abbreviated terms in full the first time with abbreviation in brackets BUT do not provide the abbreviation unless it is going to be used subsequently.
- HE and FE can be used without introduction.
- (ed.) or (eds), not (Ed.) or (eds.) (no full stop after an abbreviation where the last letter of the abbreviation is the last letter of the original word).
- AI (not Ai etc.); needs to be introduced to clarify what kind of AI is being referred to. For ChatGPT, Gemini etc. the term 'Gen AI' is preferred.

Spellings

- British spellings should be used throughout (except when quoting sources using other spellings).
- This includes 'realise' not 'realize' etc. (i.e. non-Oxford).

Latin expressions

- et al. – thus: full stop, no italics
- etc. – thus: full stop, no italics

References: in-text

- Use Harvard-style referencing.
- No more than two names in an in-text reference – any more, use et al.
- Use '&' not 'and' in the in-text reference
- Present in-text references as simply as possible, avoiding extraneous punctuation; ideally: (Smith 2020:144).

Reference list

- Use 'and' not '&' in the reference list (i.e. the reverse of the in-text reference).
- Do NOT use inverted commas around article or chapter titles. These should be in plain text.
- (ed.) or (eds) – not (Ed.) or (eds.) (no full stop after an abbreviation where the last letter of the abbreviation is the last letter of the original word).
- Avoid unnecessary punctuation in the reference list and keep it as brief as possible. For example:
 - Smith, H. (2021) How to write a reference list, *Journal of References* 13:4
 - Jones, S. (ed.) (2018) *References and Why They Matter*
 - Jones, S., Smith, H. and Zaphod, B. (1977) *Title of a Book*
- Do not provide place of publication for books.
- Use single line spacing and add a line break after each entry. Do not use any indentations.
- URLs and DOIs should be on a separate line within the entry.

Other points

Please get in touch with anything you would like to see added to this list.

- Academic years to be written with a hyphen not a slash (or any other kind of dash): 2021-22, not 2021/22 or 2021 – 22 etc. First year to be written in full (i.e. not 21-22), second year to be written as two digits (i.e. not 2021-2)

- A Level – thus, capital L, no hyphen
- Oxford commas are great, and certainly permitted, but are not always necessary.
- The treatment of ‘data’ as singular is preferred for ease of reading, in line with everyday usage and in the interests of accessibility.
- Terms of art – assume your readership comprises people who understand UK higher education, and know what foundation years are, but are not necessarily experts in foundation years. Therefore you do not need to explain generally known aspects of or terminology related to the HE system, or fundamental information about foundation years, but you will need to explain the details of particular programmes. You will also need to explain any discipline-specific terminology for a generalist audience.