

Hydrogen Safety Style Guide

This journal uses Harvard referencing style.

Language & Text

CAPITALISATION

For the submission title:

Capitalise all nouns, pronouns, adjectives, verbs, adverbs and subordinate conjunctions (i.e. as, because, although). Use lowercase for all articles, coordinate conjunctions and prepositions.

- Slip-Sliding on a Yellow Brick Road: Stabilization Efforts in Afghanistan
- Person Recognition Is Easier from Faces than from Voices

Headings within the main text:

First level headings in the text should follow the same rule as the main title. For lower-level subheadings, only capitalise first letter and proper nouns.

SPELLING

Submissions must be made in English. Authors are welcome to use American or British spellings as long as they are used consistently throughout the whole of the submission.

- Colour (UK) vs. Color (US)
- Centre (UK) vs. Center (US)

When referring to proper nouns and normal institutional titles, the official, original spelling must be used.

- "World Health Organization", not "World Health Organisation"

GRAMMAR

American or English grammar rules may be used as long as they are used consistently and match the spelling format (see above). For instance, you may use a serial comma or not.

- red, white, and blue *OR* red, white and blue

FONT

The font used should be commonly available and in an easily readable size. This may be changed during the typesetting process.

Underlined text should be avoided whenever possible.

Bold or italicised text to emphasise a point are permitted, although should be restricted to minimal occurrences to maximise their efficiency.

LISTS

Use bullet points to denote a list without hierarchy or order of value. If the list indicates a specific sequence then a numbered list must be used.

Lists should be used sparingly to maximise their impact.

QUOTATION MARKS

Use single quotation marks except for quotes within another speech, in which case double quotation marks are used.

Quotations that are longer than three lines in length must be in an indented paragraph separate from the main text.

The standard, non-italicised font must be used for all quotes.

It must be clear from the text and/or citation where the quote is sourced. If quoting from material that is under copyright then permission will need to be obtained from the copyright holder.

If some of the original quote is being omitted then an ellipsis with a space on either side must be used to break the text.

- ‘each sample ... was processed in identical environments’

Words added to the original quote text, to enhance clarity, must be placed within square brackets

- ‘the country [France] was ranked number one for cuisine’

ACRONYMS & ABBREVIATIONS

With abbreviations, the crucial goal is to ensure that the reader – particularly one who may not be fully familiar with the topic or context being addressed – is able to follow along. Spell out almost all acronyms on first use, indicating the acronym in parentheses immediately thereafter. Use the acronym for all subsequent references.

- Research completed by the World Health Organization (WHO) shows ...

A number of abbreviations are so common that they do not require the full text on the first instance. Examples of these can be found at:

http://en.wikipedia.org/wiki/Wikipedia:Manual_of_Style/Abbreviations#Miscellanea

Abbreviations should usually be in capital letters without full stops.

- USA, not U.S.A

Common examples from Latin origin do not follow this rule and should be lower case and can include full stops.

- e.g., i.e., etc.

TRADE NAMES

To ensure impartiality, trade names should be avoided in favour of generic names, unless absolutely necessary. If a trade name is mentioned then its inclusion must be put in context and explained/justified.

Data & Symbols

Symbols:

Symbols are permitted within the main text and datasets as long as they are commonly in use or have explanatory definition on their first usage.

Hyphenation, em and en dashes:

There is no set rule on the use of hyphenation between words, as long as they are consistently used.

Em dashes should be used sparingly. If they are present, they should denote emphasis, change of thought or interruption to the main sentence and can replace commas, parentheses, colons or semicolons.

- The president’s niece—daughter of his younger brother— caused a media scandal when...

En dashes can be used to replace ‘to’ when indicating a range. No space should be around the dash.

- 10–25 years
- pp. 10–65

Numbers:

For numbers zero to nine please spell the whole words. Please use figures for numbers 10 or higher.

- This study looked at five case studies
- This study looked at 12 case studies

We are happy for authors to use either words or figures to represent large whole figures (i.e. one million or 1,000,000) as long as the usage is consistent throughout the text.

If the sentence includes a series of numbers then figures must be used in each instance.

- Artefacts were found at depths of 5, 9, and 29 cm.

If the number appears as part of a dataset, in conjunction with a symbol or as part of a table then the figure must be used.

If a number is presented with a symbol then the figure must be not separated from the unit by a space.

- This study confirmed that 5% of...

If a sentence starts with a number it must be spelt, or the sentence should be re-written so that it no longer starts with the number.

- Fifteen examples were found to exist...
- The result showed that 15 examples existed...

When a number consists of more than four digits it must be split by a comma after every three digits to the left of the decimal place.

- 23,654

Do not use a comma for a decimal place.

- 2.43 *NOT* 2,43

Numbers that are less than zero must have '0' precede the decimal point.

- 0.24 *NOT* .24

Units of measurement:

Symbols following a figure to denote a unit of measurement must be taken from the latest SI brochure. See http://www.bipm.org/utils/common/pdf/si_brochure_8_en.pdf for the full brochure.

Months and Years:

When in the main text, months must be written in full. If displayed as part of a dataset then a shortened version is acceptable as long as the meaning is still clear. Months should always begin with a capital letter.

- January – Jan; February – Feb etc.

Use figures for years, decades and centuries. Do not include an apostrophe before the 's'.

- 1995
- 1980s
- 16th-century

Formulae:

Formulae must be proofed carefully by the author. Editors will not edit formulae. If special software has been used to create formulae, the way it is laid out is the way they will appear in the publication.

Fractions:

When presented in the main text, fractions must be written in non-hyphenated words, not figures.

- Three quarters of the study sample....

Currencies:

- £ for British Pound Sterling, € for Euro, e.g. £50, €100
- US\$, C\$, NZ\$, A\$ to distinguish between the different dollar currencies

If the currency is unclear from the symbol then it must be written in full for the first use and then abbreviated there after

- 45 Egyptian Pounds (£ or EGP)

There must be no space between the currency symbol and the number.

Figures & Tables

FIGURES

Figures, including graphs and diagrams, must be professionally and clearly presented. If a figure is not easy to understand or does not appear to be of a suitable quality, the editor may ask to re-render or omit it.

All figures must be cited within the main text, in consecutive order using Arabic numerals (e.g. Figure 1, Figure 2, etc.).

Each figure must have an accompanying descriptive main title. This should clearly and concisely summarise the content and/or use of the figure image. A short additional figure legend is optional to offer a further description.

- Figure 1. 1685 map of London.
- Figure 1. 1685 map of London. Note the additional of St Paul's Cathedral, absent from earlier maps.

Figure titles and legends should be placed within the text document, either after the paragraph of their first citation, or as a list after the references.

The source of the image should be included, along with any relevant copyright information and a statement of authorisation (if needed). If using images from an archive then please provide the name of the archive, the collection and the acquisition number.

- **Figure 1. Firemen try to free workers buried under piles of concrete and metal girders.** Photo. Claude-Michel Masson, published in Le Figaro (16 January 1964), p. 18. Reproduced with permission of the photographer.

If your figure file includes text then please present the font as Ariel, Helvetica, or Verdana. This will mean that it matches the typeset text.

*NOTE: All figures must be uploaded separately as supplementary files during the submission process, if possible in colour and at a resolution of at least **300dpi**. Each file should not be more than 20MB. Standard formats accepted are: JPG, TIFF, GIF, PNG, EPS. For line drawings, please provide the original vector file (e.g. .ai, or .eps).*

TABLES

Tables must be created using a word processor's table function, not tabbed text.

Tables should be included in the manuscript. The final layout will place the tables as close to their first citation as possible.

All tables must be cited within the main text, numbered with Arabic numerals in consecutive order (e.g. Table 1, Table 2, etc.). The shortened word 'Tab' should not be used to cite a table.

Each table must have an accompanying descriptive title. This should clearly and concisely summarise the content and/or use of the table. A short additional table legend is optional to offer a further description of the table. The table title and legend should be placed underneath the table.

Tables should not include:

- Rotated text
- Colour to denote meaning (it will not display the same on all devices)
- Images
- Vertical or diagonal lines
- Multiple parts (e.g. 'Table 1a' and 'Table 1b'). These should either be merged into one table, or separated into 'Table 1' and 'Table 2'.

NOTE: If there are more columns than can fit on a single page, then the table will be placed horizontally on the page. If it still can't fit horizontally on a page, the table will be broken into two.

References

IN-TEXT CITATIONS

Every use of information from other sources must be cited in the text so that it is clear that external material has been used.

If the author is already mentioned in the main text then the year should follow the name within parenthesis.

- Both Jones (2013) and Brown (2010) showed that ...

If the author name is not mentioned in the main text then the surname and year should be inserted, in parenthesis, after the relevant text. Multiple citations should be separated by semi-colon and follow alphabetical order.

- The statistics clearly show this to be untrue (Brown, 2010; Jones, 2013).

If three or fewer authors are cited from the same citation then all should be listed. If four or more authors are part of the citation then 'et al.' should follow the first author name.

- (Jones, Smith and Brown, 2008)
- (Jones *et al.*, 2008)

If citations are used from the same author and the same year, then a lowercase letter, starting from 'a', should be placed after the year.

- (Jones, 2013a; Jones, 2013b)

If specific pages are being cited then the page number should follow the year, after a colon.

- (Brown, 2004, p. 65; Jones, 2013, p. 143)

For publications authored and published by organisations, use the short form of the organisation's name or its acronym in lieu of the full name.

- (ICRC, 2000) *NOT* (International Committee of Red Cross and Red Crescent Societies, 2000)

Please do not include URLs in parenthetical citations, but rather cite the author or page title and include all details, including the URL, in the reference list.

REFERENCE LIST

All citations must be listed at the end of the text file, in alphabetical order of authors' surnames.

All reading materials should be included in 'References' – works which have not been cited within the main text, but which the author wishes to share with the reader, must be cited as additional information in endnotes explaining the relevance of the work. This will ensure that all works within the reference list are cited within the text.

NOTE: If multiple works by the same author are being listed, please re-type the author's name out for each entry, rather than using a long dash.

NOTE: DOIs should be included for all reference entries, where possible.

REFERENCE FORMAT

This journal uses the Harvard system – see below for examples of how to format:

Books:

Surname, Initial(s). (Year of publication) *Title*. Edition. Place of publication: publisher. Series and volume number if relevant.

- Adam, D.J. (1984) *Stakeholder analysis*. 2nd ed. Oxford: Oxford University Press.
- Silverman, D.F. and Propp, K.K. (eds.) (1990) *The active interview*. Beverly Hills, CA: Sage.
- Young, H.D. *et al.* (2015) *Sears and Zemansky's university physics*. San Francisco, CA: Addison-Wesley.

NOTE: If multiple works by the same author are being listed, please re-type the author's name out for each entry, rather than using a long dash.

Chapter in edited book:

Surname, Initial(s). (Year of publication) 'Title of chapter or section', in Initial. Surname of book editor (ed.). Title of book. Place of publication: publisher. Page reference.

- Franklin, A.W. (2012) 'Management of the problem', in S.M. Smith (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83–95.

Journal articles:

Surname, Initial(s). (Year of publication) 'Title', *Journal title*, vol(issue), page. Available at: DOI(Accessed: date).

- Shirazi, T. (2010) 'Successful teaching placements in secondary schools: achieving QTS practical handbooks', *European Journal of Teacher Education*, 33(3), pp. 323–326. Available at:
<https://libezproxy.open.ac.uk/login?url=https://search.ebscohost.com/log...>
(Accessed: 27 January 2023).

- Shirazi, T. (2010) 'Successful teaching placements in secondary schools: achieving QTS practical handbooks', *European Journal of Teacher Education*, 33(3), pp. 323–326.
- Barke, M. and Mowl, G. (2016) 'Málaga – a failed resort of the early twentieth century?', *Journal of Tourism History*, 2(3), pp. 187–212. Available at: <https://doi.org/10.1080/1755182X.2010.523145>

NOTE: Please include DOIs for all journal articles where possible.

Newspaper articles:

Surname, Initial(s). (Year of publication) 'Title of article', *Title of Newspaper*, Day and month, Page reference.

Surname, Initial(s). (Year of publication) 'Title of article', *Title of Newspaper*, Day and month, Page reference if available. Available at: URL (Accessed: date).

- Mansell, W. and Bloom, A. (2012) '£10,000 carrot to tempt physics experts', *The Guardian*, 20 June, p. 5.
- Roberts, D. and Ackerman, S. (2013) 'US draft resolution allows Obama 90 days for military action against Syria', *The Guardian*, 4 September. Available at: <http://www.theguardian.com/world/2013/sep/04/syria-strikes-draft-resolut...> (Accessed: 9 September 2015).

Conference papers:

Surname, Initial(s). (Year) 'Paper title', *Conference title*. Place of conference, Date of conference. Place of publication: Publisher, Page numbers.

- Galar, D. *et al.* (2014) 'SMART: integrating human safety risk assessment with Asset Integrity', *Advances in condition monitoring of machinery in non-stationary operations, proceedings of the third international conference on condition monitoring of machinery in non-stationary operations, CMMNO, 2013*. Ferrara, Italy, 8-10 May. Berlin: Springer, pp. 37–59.

Theses (PhD):

Surname, Initial(s). (Year) *Title*. Award and Type of qualification. Awarding body. Available at: URL (Accessed: date).

- Tomlinson, S.E. (2009) *Understanding the friction between human fingers and contacting surfaces*. PhD thesis. University of Sheffield. Available at: <http://etheses.whiterose.ac.uk/150> (Accessed: 14 October 2015).

Webpages:

Surname, Initial(s). (Year site was published/last updated) *Title of web page*. Available at: URL (Accessed: date).

- Rosen, M. (2021) *Michael Rosen Biography*. Available at: <https://www.michaelrosen.co.uk/for-adults-biography/> (Accessed: 26 April 2021).

Government Paper:

Government Department (at the time of publication) (Year) *Title* (Paper number). Available at: URL (Accessed: date).

- Department for Business, Innovation and Skills (2015) *Fulfilling our potential: teaching excellence, social mobility and student choice* (Cm 9141). Available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/474227/BIS-15-623-fulfilling-our-potential-teaching-excellence-social-mobility-and-student-choice.pdf (Accessed: 1 December 2015).