

Feldenkrais Research Journal Formatting and Citation Style Guide

General Page Setup

File format	Microsoft Word .docx file
Font	Consistent 12 Times New Roman or Helvetica font for all text, including Headings, except Title which is 14 pt text and Footnotes which are 10 pt font.
Margins	If using US Letter – 1 inch all around If using A4 - 2cm all around
Page numbers	Top right of the page, within Header
Article text	Left justified – no indentations. 1.5 line spaced text.

Abstract page

Main title of article	New page, Left justified, Bold, Title case mode: that is, a cap on the first letter of all significant words.
Author name	Left justified, Bold for name. Regular font for Author qualifications; Author affiliations, Country Use semi-colons as separators for each category of data. Separate entries for each author if multiple authors.
Contact	Email address for lead author only.
Abstract	Ideally 120-250 words summarizing key topics and/or methodology.
Keywords	5-8 key search words relevant for your article. Use lower case and regular font, except for proper names.
Author Biography	Maximum 2 paragraphs outlining work achievements.

Article formatting

Main title of article	New page, left justified, Bold, 14 pt Times New Roman or Helvetica font, Title case mode: that is, a cap on the first letter of all significant words [as per abstract page].
Author name	Left justified, Bold for name. Regular font for Author qualifications; Author affiliations, Country Use semi-colons as separators for each category of data. Separate entries for each author if multiple authors.
Article text	Left justified, no indentations 12 pt Times New Roman or Helvetica font 1.5 line spaced text
Paragraphs	Left justified, do not indent beginning of paragraph. For spaces between paragraphs use TWO “returns” (¶) rather than adjusting the “space before” or “space after.”
Level 1 Heading	Left justified, Bold, Title case mode: that is, a cap on the first letter of all significant words. This is an Example of a Level 1 Heading Leave 1 Line space before and after Level 1 Heading. There is no need for an ‘Introduction’ Heading. NB: Article title is not counted as a Heading.
Level 2 Heading (if needed)	Left justified, italics, Bold, Title case mode: that is, a cap on the first letter of all significant words. <i>This is an Example of a Level 2 Heading</i> Match number of levels of headings with complexity of article.
Level 3 Heading (if needed)	Left justified, italics, Plain text (not bold), Sentence case mode: that is, a cap on the first letter of the first word of the heading, the first word of any subtitle, and any proper nouns. <i>This is an example of a level 3 heading</i> Match number of levels of headings with complexity of article.
Spacing	1 space after all punctuation, including periods/full stops.
Figure captions	Caption below photo in 10 pt Times New Roman or Helvetica font. Numbered starting with Figure 1: [label] Note reference within figure caption if it is adapted from another source.
Photo captions	Caption below photo in 10 pt Times New Roman or Helvetica font. Numbered starting with Photo 1: [label]
Footnotes	Use Word ‘Insert Footnote’ Tool, under References Menu. Format as Superscript numeral after punctuation, and footnote at bottom of same page where footnote appears in-text. Footnotes in 10 pt font.

Appendices	<p>These are placed after the Reference List and Biography. Label clearly.</p> <p>In text refer to Appendices either as: The study used a pre-study survey which appears in Appendix 1. The study used a pre-study survey (see Appendix 1).</p>
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In text conventions

Service Marked Words - ®	<p>Include service marks only on the <i>first use</i> of the following terms: ‘Feldenkrais Method’, ‘Awareness Through Movement’, ‘Functional Integration’.</p> <p>Note: FRJ includes a copyright and service mark statement on the Abstract page of each published article.</p>
Feldenkrais Method terms	<p>Use the full terms throughout for ‘Feldenkrais Method’, ‘Awareness Through Movement’, and ‘Functional Integration’.</p> <p>Do not use the abbreviations ‘ATM’, ‘FI’ or ‘FM’.</p> <p>The word ‘Feldenkrais’ on its own should only be used to refer to the man, Moshe Feldenkrais.</p> <p>Do not use ‘Moshe’ on its own – preferred use is ‘Moshe Feldenkrais’.</p> <p>Do not use an accent on the final ‘e’ of Moshe.</p>
Abbreviations	<p>Use ‘and’ rather than ‘&’.</p> <p>Abbreviation of ‘for example’, and similar terms, do not use a comma after: ‘e.g.’</p>
Acronyms	<p>Spell out acronym terms in first use, e.g. ‘Post-traumatic Stress Disorder (PTSD),’ and then use acronym consistently. Only use the acronym if a term is used three or more times in the paper.</p> <p>Only use generally accepted abbreviations/acronyms, not acronyms specifically coined by author for article.</p>
Block quotes	<p>Long quotations (over 40 words) from a single source in a block quote: that is with a space above and below and indented .5 inch or 1 cm.</p> <p>Use 1.5 spacing in block quote.</p> <p>No quote marks around block quote.</p> <p>Add reference to block quote within text introducing the quote or at the end of the quote in brackets/parentheses.</p>
Commas	<p>Use the serial or Oxford comma: that is, a comma before the word ‘and’ in a list within a sentence, e.g. ‘One, two, three, and four’.</p>
Dashes, and Hyphenation of words	<p>Use a short en-dash to hyphenate words or terms.</p> <p>Use a longer em--dash to mark a break in a sentence.</p> <p>Use hyphens in co-joined words, such as ‘-based’.</p>
Footnotes in text	<p>Superscript numeral is placed after all punctuation.</p>

	The exception is a dash, and numeral goes before dash.
Italics	Use italics for titles of books, plays, dances, websites, etc. Use for non-English terms (in English language article) in the first use, and then plain text thereafter. Use for Key Terms, if you wish. Use for emphasis (rather than quotation marks), if you wish.
Key Terms	You may choose to put a Key Term in italics, but only the first use of that term. Subsequent uses of that term are in plain text. Provide a brief definition or description of a key term if appropriate. Alternatively, you may choose to use single quote marks around key terms ‘ ’. Do not use double quote marks.
Numbers	Use words for numbers one to nine. For numbers 10 and higher, use numerals, except at the beginning of sentence. e.g. “Each participant attended six classes,” “Class attendance averaged 23 participants,” “Twelve participants had no previous experience of Feldenkrais Method.” Use numerals with percentages (use the % symbol, not per cent or percent), with units, in statistical passages, in tables, etc. Spell out and hyphenate one-half, two-thirds, etc. Do not use a comma in 4-digit numbers (thousands) but do use one in 5-digit numbers (tens of thousands) and above, e.g. 5643; 14,600; 342,885; 1,000,001. Do not contract number ranges, e.g. page ranges and dates; i.e. use 1999: 24–29, 13–15 October, 1981–1999 etc. For decades, use 1960s, mid-1930s. Avoid 80s, etc.
Punctuation with quotes	Place punctuation after final bracket/parenthesis of citation if at end of sentence. e.g. ... lesson (Feldenkrais 1984).
Quotation marks	For quoted text and examples of speech, use double quotation marks (“xxx”). For key or emphasised words, or speech <i>within a quote</i> , use single quote marks. For all other uses, e.g. key words, use single quote marks.
Reference List	Refer to accompanying Feldenkrais Research Journal Reference Style Guide.

Please refer also to the Feldenkrais Research Journal Reference Style Guide.

The Feldenkrais Research Journal Style Guides are your primary references. However, for further detailed formatting queries about using Harvard reference format:

<https://library.aru.ac.uk/referencing/harvard.htm>

Any further queries or suggestions, please contact the Editor:

feldenkraisresearchjournal@gmail.com

Other In-text Formatting and Style Considerations

Authors with same name

In text and in reference list, add their initial after their surname, or full name if both have the same initial, to differentiate the authors.

For example: The circulation of capital is essential to the development of cities (Harvey, D. 1987).

Discipline-specific terms

Most disciplines have specifically defined key terms. Consider FRJ's broad readership, and define these terms clearly. This especially applies to everyday terms which have special meanings in a discipline.

Integrating quotes in your article

Ensure quotes are textually embedded into your argument, and quote does not sit alone after a sentence. A simple way is as follows: Feldenkrais often notes "...[quote].

In-Text Citations

All references which appear in text must be listed in the References list at end.

When citing two or more sources in your text, include a semicolon between them and list alphabetically by first author, e.g. (Beringer 2010; Buchanan and Ulrich 2001; Feldenkrais 1981).

Publication dates

Use either a copyright date, or a revised edition date (as appropriate), but not a reprint date. Revised editions may have differing page numbers and content, so it is important to note which edition you have cited.

If using a revised edition source, you can add the original date as follows:

Feldenkrais, M. ([1972]1990) *Awareness Through Movement*. New York: Harper Collins Publishers

References in a non-English language

Include the English translation of the title in square brackets/parentheses after the original title. No punctuation between titles.

For example: Eberlein, U. (ed.) (2016) *Zwischenleiblichkeit und bewegtes Verstehen* [*Intercorporeity, Movement and Tacit Knowledge*]. Bielefeld: Transcript Verlag

Register and Voice

In general, a third-person voice will be required for hypothesis and theory and research papers. The first person is acceptable in phenomenological, descriptive, narrative, reflections on practice, case study papers, research news and conference reports, as appropriate.

Secondary sources

References are to the source you have used. For example, if you use a quote from Moshe Feldenkrais sourced from Mark Reese's book, it is referenced as:

Feldenkrais refers to the "ideal conscious action ... (Feldenkrais 1985: 21, cited in Reese 2015).