



## JOSHA Language & Style Guide

### Introduction

JOSHA is a journal at the intersection of sciences, humanities, social sciences, and the arts. Our authors write in different languages, follow diverse academic traditions, and speak to varied audiences. This diversity is one of our strengths—but it also makes consistency, clarity, and accuracy especially important.

The **JOSHA Language & Style Guide** exists to give editors and authors a shared reference point. It does not aim to erase disciplinary or stylistic nuance. Instead, it offers a common framework so that:

- Articles are **clear and readable**, regardless of a reader's background.
- Formal elements (titles, abstracts, keywords, references, figures) are **handled consistently**.
- Technical terms and concepts are presented in a way that is **accurate and trustworthy**.
- Multilingual contributions are integrated smoothly, with special attention to **English as a bridge language**.

This guide is meant to be practical. It gathers, in one place, the conventions we use most often, the problems we see most frequently, and the solutions that work best across different fields.

#### Who is this guide for?

- **Authors**, who want to understand what JOSHA expects and how to make their submissions smoother to process.



You do not need to read the entire guide every time. Many sections (for example, “How to Google Effectively” or “Technical Accuracy”) are designed as **modules** you can use when relevant.

## How to use this guide

You can think of the guide in three layers:

### 1. **Style & structure**

Covers the look and feel of a JOSHA article: titles, author bylines, abstracts, keywords, headings, figures, tables, references, and the “About the author” section.

→ Use this when you are formatting manuscripts or checking the layout of the final PDF.

### 2. **Language & clarity (English)**

Offers concrete rules and examples for sentence structure, tense, voice, punctuation, and word choice—across sciences, humanities, social sciences, and arts.

→ Use this when you are editing or rewriting text for clarity.

### 3. **Technical accuracy, searching, and proofreading**

Explains how to spot and handle numerical mistakes, inconsistent terminology, and factual issues; how to search and verify terms efficiently; and how to proofread systematically before publication.

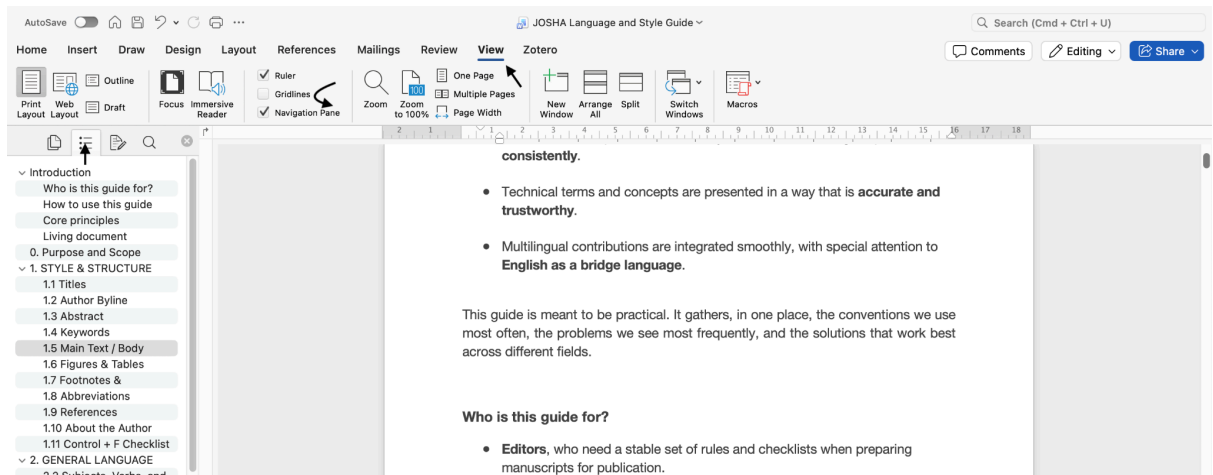
→ Use this as a reference when something “feels wrong” but you are not yet sure why.

You can either **read it once in full** to understand the philosophy, or **dip into specific sections** as needed while editing.



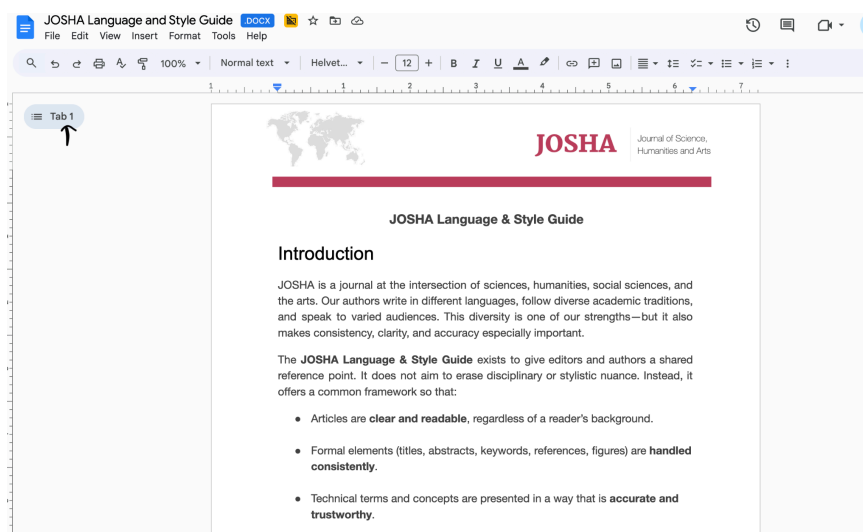
## How to navigate through sections

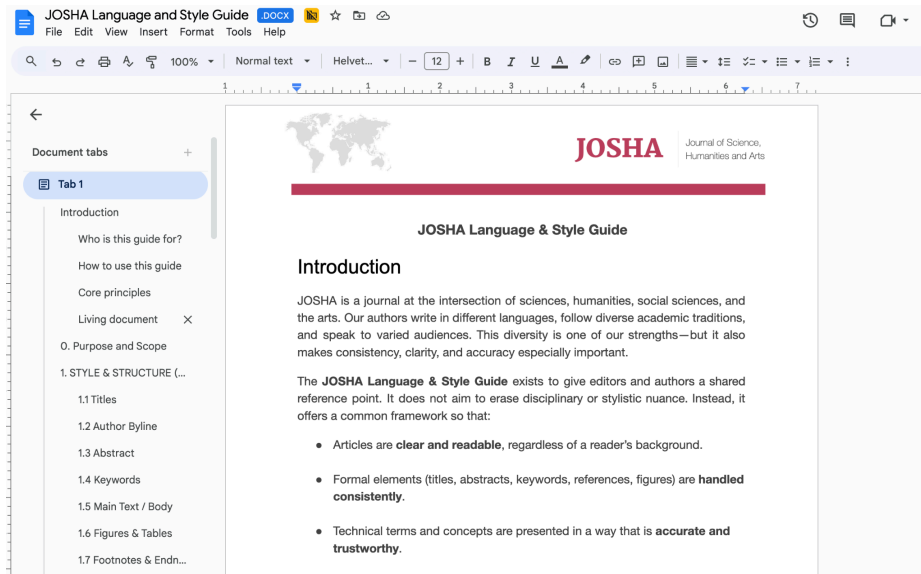
### 1. M.S WORD



- Click on View
- Select Navigation Pane
- Select the second option on the Navigation Pane with bullets

### 2. Google Docs





-Click on “Tab” to access the navigation pane



## Core principles

Across all sections, the guide is built on a small number of simple principles:

- **Clarity over complexity**  
Jargon and long sentences are not marks of quality. If something can be said simply without losing precision, we prefer the simpler version.
- **Consistency over personal preference**  
Editors may have different habits (for example, US vs UK spelling), but within a JOSHA article the chosen conventions should be followed consistently.
- **Accuracy over speculation**  
When in doubt—about a term, date, number, or fact—do not guess. Look it up in a reliable source or query the author.
- **Respect for disciplinary and linguistic diversity**  
The guide provides common rules, but it also allows disciplinary Centers (science, humanities, arts, social sciences, etc.) some room to define their own “house rules” where appropriate.

## Living document

Finally, this guide is a **living document**. As JOSHA grows and as our editorial practices evolve, the guide should be updated. Editors are encouraged to:

- Note recurring problems or questions they face.
- Share examples of good solutions and best practices.



- Propose revisions or additions to keep the guide aligned with how we actually work.

In this way, the JOSHA Language & Style Guide becomes not just a rulebook, but a shared tool that supports our common goal: publishing work that is rigorous, accessible, and enjoyable to read.



## 0. Purpose and Scope

This guide sets out JOSHA's language and style conventions so that:

- Authors know what to expect.
- Science, humanities, arts, and social sciences articles all remain readable, rigorous, and coherent.

Unless otherwise specified, examples assume English text. For multilingual submissions, the same principles apply to each language as far as possible.



## MINI HANDBOOK

### for Authors

This mini guide brings together the main points to consider when preparing a manuscript for JOSHA. Rather than serving as a full style manual, it is intended as a practical reference to support you in the submission process and to facilitate a smooth and efficient handling of your manuscript.

## 1. Before You Start

### Audience & purpose

- JOSHA publishes work in **sciences, humanities, social sciences, and arts**.
- Please write so that an interested, educated reader **outside your narrow subfield** can follow the main argument.
- Avoid unnecessary jargon; briefly explain field-specific terms the first time you use them.

### Language

- You may submit in different languages.
- For articles that appear in **two languages (e.g., German + English)**, English usually acts as a *bridge language* so that more readers can access your work.

## 2. Basic Structure of a JOSHA Article

Please include the following elements (in this order, as far as possible):

1. **Title**
2. **Author names and affiliations**
3. **Abstract(s)**



4. **Keywords**
5. **Main text**
6. **Figures and tables**, with captions
7. **References**
8. **About the author(s)**

## 2.1 Title

- If your article is bilingual:
  - Write the **original title first**, then the **English translation**.
  - Separate them with a dash, for example:

*La ciudad invisible – The Invisible City*

- Keep the title **informative but concise**.

## 2.2 Author names & affiliations

For each author, please provide:

- **Full name** (in the order you want it to appear).
- **Affiliation, city, country**, for example:

Department of Philosophy, University of Freiburg, Freiburg, Germany

- **Email address of the corresponding author** (one email is usually enough).



If an author has **more than one affiliation**, please indicate clearly

## 2.3 Abstract

- If your article is multilingual:
  - First ,the **English abstract**, then the **abstract in the other language**.
- Short Abstract (optional, max 800 characters)

## 2.4 Keywords

- Provide **3–6 keywords**.
- Separate them with **semicolons**:

Climate Justice; Urban Sociology; Housing Policy.

- In medicine and life sciences:
  - Please use, where possible, terms that exist in **MeSH** (Medical Subject Headings)

## 2.5 Main text

- Structure your article with **clear headings** (e.g., Introduction, Methods, Results, Discussion; or Introduction, Background, Analysis, Conclusion—depending on your field).
- Use paragraphs to organize ideas and avoid very long blocks of text.
- Where appropriate, indicate clearly if a section is:
  - theoretical / conceptual
  - empirical / experimental



- methodological
- case study, etc.

## 3. Figures, Tables, and Captions

### 3.1 Figures (images, graphs, photos)

- Number figures in the order they appear: **Fig. 1, Fig. 2, ...**
- In the text, refer to them clearly:

As shown in Fig. 2, the signal increased over time.

- Provide a **caption below each figure** explaining what the reader should notice.
- If the figure has been **adapted or reproduced** from another source, indicate this and provide a reference.

### 3.2 Tables

- Number tables as **Table 1, Table 2, ...**
- Use a short **title or caption** that explains what the table shows.
- Make sure all abbreviations in the table are **explained either in the table or in a footnote.**

### 3.3 Image and table quality

- Ensure that images are **legible** (axis labels readable, contrast sufficient).



- Where possible, avoid extremely small font inside figures or tables.

## 4. References

We accept different reference styles depending on **discipline** (e.g., preferably AMA/Vancouver for medicine and life sciences, APA for social sciences, Chicago or similar for humanities and arts).

For authors, the key points are:

- **Choose one style** and apply it **consistently** throughout your reference list.
- Make sure each reference includes the **essential information**: author(s), title, year, source (journal, book, edited volume, etc.), publisher or journal details, and page numbers where relevant.
- Ensure that **every in-text citation** corresponds to a reference in the list, and vice versa.

If you are unsure which style to use, you may:

- Follow the conventions **most common in your field**, or
- Ask the editorial team which style is preferred for your Center.



## 5. About the Author(s)

At the end of your article, please include a short **biographical note** (3–6 lines) for each author, in English (you may also add a version in another language if relevant).

A typical note might include:

- Current position and institution
- Main research or professional interests
- One or two relevant achievements, roles, or projects

### **Example (humanities):**

XYZ is a doctoral candidate in Comparative Literature at the University of Freiburg. Their research focuses on memory, migration, and narrative in contemporary Latin American fiction. They also work as a translator and cultural mediator in community arts projects.

If you wish to include **author photos**, please provide a reasonably high-resolution image to keep the layout consistent.