THE TITLE OF THE PAPER

AUTHOR'S FIRST NAME AND LAST NAME

corresponding author's email address

Abstract text. Abstra

Keywords: first keyword, second keyword, third keyword, fourth keyword, fifth keyword, sixth keyword.

1 First Things First

1.1 Title and Author's Name

This brief style guide is formatted in accordance with itself. The title of your paper appears on the third line, preceded by two blank lines, formatted the same way the title is. The title is in 16 pt small capitals, centered, single-spaced, and capitalized headline-style. If there is a subtitle, the main title is followed by a colon, unless a different punctuation mark, such as a question mark, is part of the main title. The subtitle should be immediately below the main title, formatted the same way as the main title

The author's name appears separated from the title (or subtitle) by 1 blank line. It is formatted the same way as the title is (16 pt small capitals). If there are two authors, their names appear on the same line, connected by "and." Any additional preceding author's name is followed by a comma.

The author's name is followed by his or her email address on a separate line in 11 pt, centered, not small caps. If there is more than one author, we need only one corresponding author's email address.

1.2 Abstract and Keywords

We request that you include an abstract not longer than 100 words followed by 4–6 keywords. Leave 2 single-spaced 11 pt blank lines after the corresponding author's email address before you type the abstract. It is 10 pt, single-spaced, justified, and indented 1.27 cm left and right.

Leave 1 single-spaced 10 pt blank line after the abstract before you type the keywords. Keywords are 10 pt, single-spaced, justified, and indented 1.27 cm left and right, just the way the abstract is.

1.3 Short Title

Please send us a short title of your paper, which does not exceed 50 characters in length (without spaces), to be used in the page header.

2 The Main Text

Leave 3 single-spaced 11 pt blank lines after the keywords before you type the first paragraph of the main text. This first paragraph of the main text is without first-line indent. This is also the format of the first paragraph of each new section.

The first line of all other paragraphs of the main text should be indented 0.5 cm. All paragraphs of the main text are in Times New Roman 11 pt, single-spaced, and justified. Please use Times New Roman throughout the text, including section headings and notes.

3 Section Headings

Please use no more than three levels of heading throughout the text. Section headings of all levels are left-aligned, Times New Roman 12 pt, single-spaced with line spacing set at 14 pt before and 6 pt after, and are capitalized headline-style. **Level 1 headings are bold**, *Level 2 headings are bold italic*, and *Level 3 headings are italic*.

Section headings are numbered. Please employ legal numbering without a trailing period, with the number flush left. Your last section heading is Works Cited, which is never numbered.

4 Notes

Notes are (content) footnotes. They are 10 pt, justified, single-spaced, and without first-line indent.

5 Block Quotations

Block quotations are 10 pt, indented 0.5 cm left and right, justified, and are separated from the preceding and following paragraph by 1 blank line, which is 10 pt.

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6 Documentation

Concerning the structure and format of your reference list entries and in-text citations, please follow the Author-date system of the Chicago Manual of Style. Your reference list should be titled "Works Cited." We include a few examples of reference list entries below, which conform to the Author-date system of the Chicago Manual of Style.

Reference list entries are formatted 11 pt, single-spaced, justified, and with 0.5 cm hanging indent. Please use an en dash rather than a hyphen in page ranges, e.g. "91–110," both in reference list entries and in in-text citations.

6.1 Some Examples of Reference List Entries

Alexander, Bryan. 2011. *The New Digital Storytelling: Creating Narratives with New Media*. Santa Barbara, CA: Praeger.

Greenberg, Joel, ed. 2008. *Of Prairie, Woods, and Water: Two Centuries of Chicago Nature Writing*. Chicago: University of Chicago Press.

Lara-Rallo, Carmen. 2009. "Pictures Worth a Thousand Words: Metaphorical Images of Textual Interdependence." *Nordic Journal of English Studies* 8 (2): 91–110.

Winokur, Mark. 2008. "The Ambiguous Panopticon: Foucault and the Code of Cyberspace." In *Critical Digital Studies: A Reader*, edited by Arthur Kroker and Marilouise Kroker, 175–201. Toronto: University of Toronto Press.

7 Headers and Page Numbers

You don't need to worry about either headers or page numbers. We'll take care of both. One of your page headers is going to be your short tile (see section 1.3 above). Your manuscript does not need to include page numbers.

8 Summary of Sizes and Measurements

Font throughout the text: Times New Roman

Main text font size: 11 pt. Notes font size: 10 pt.

Paper size: A4 21 cm x 29.7 cm

Margins: 2.5 cm on all sides

Header from Top and Bottom: 1.25 cm