

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 title (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