



Style Guidelines

We follow the Chicago Manual of Style (15th ed.). To make the editing process run more smoothly, we ask authors to format their works as follows:

Single space after punctuation marks and in between sentences. This is the current publishing industry standard. If you prepared your manuscript using two spaces after periods and colons, please remove the extra spaces. (An easy way to check for extra spaces is to use the “show ¶” command in your word processing program.)

Single space between lines.

Double space between paragraphs. Do not indent at the beginning of paragraphs.

Use a plain font in 12-point size.

Allow the program to wrap the right edge automatically.

If documentation is required, use endnotes.

Include your full name, phone number, e-mail address and street address at the beginning of your email.

Include your essay's title near the beginning of the email.

Proofread carefully. There are many errors that your word processing program will not identify. We suggest having someone else read your manuscript and offer suggestions.

If you have additional questions about style, you can find the fifteenth edition of the *Chicago Manual of Style* at most libraries and bookstores.