Under Construction @ Keele
STYLE GUIDE

GUIDELINES	DONE
FORMATTING	
Font: Arial 12 pt.	
Margins: Default Setting (Normal)	
Line Spacing: 1.5	
Text: Justified	
First Paragraph of a Section: No Indent	
All Other Paragraphs: Indent first line	
Title of Paper: Underline	
Section Headings: Italicise	
Dates: e.g. 12th September or 20th Century	
Images | Film Clips | Sound Files: Send as separate files.	
QUOTATIONS	
Introduce fully.[1]	
Use '…' throughout.	
Quotes or Poem/Chapter Titles within Quotes: Use "…".	
If you are leaving out a part in the middle of your quote, use […]. E. g.: 'The man was blue […] and old.'	
Quotes of More than 40 Words: o Display as a block indent (1cm from each margin). o Leave a line space above and below.	
Always use original spellings. Add [sic] if applicable.	
Use / to indicate a line-break in a poem.	
FOOTNOTES	
Style Guide: Follow the Chicago Manual of Style (15th edition).	
Font Size: 10	
Same Source in Consecutive Footnotes: Use Ibid.	
Publication with 4 or More Authors: Use et al.	
Non-Reference Footnotes: Keep to a minimum.	
BIBLIOGRAPHY | FILMOGRAPHY | DISCOGRAPHY	
Style Guide: Follow the Chicago Manual of Style (15th edition).	
List all author names, no matter how many there are.	
SUBMISSION	
Provide a title.	
Provide a bibliography/filmography/discography.	
Provide a full word count at the end of the main text.	
Maximum Word Count: 3,000. (Including: Main Text + References in Footnotes + Footnotes Excluding: bibliography/filmography/discography.)	
Provide page numbers.	

Submissions that do not conform to these guidelines will not be considered for publication.

1 For guidance, please see:
https://web.ccis.edu/Offices/AcademicResources/WritingCenter/EssayWritingAssistance/SuggestedWaystoIntroduceQuotations.aspx

2 The Chicago Manual of Style can be found here:
http://www.chicagomanualofstyle.org/tools_citationguide.html