



# *Seymour Press*

## **AUTHOR STYLE SHEET**

### **1. Document**

Create your document in Microsoft Word format. The document is to include a separate title page for authors' names, academic rank, affiliations, positions, telephone and fax numbers, mail addresses, e-mail addresses.

### **2. Essay Title**

Title of Essays should be short, specific, and clear. A short title for a running header should also be indicated.

### **3. General Formatting Guidelines**

All text (including any quotations), endnotes, and references should be

- Typed double-spaced to fit on 8.5" × 11" paper
- 12-point Times New Roman font size,
- 1-inch margins surrounding the text
- The first paragraph in each chapter or section is flush left. Indent all subsequent paragraphs 0.5 inch using the tab key; do not use multiple spaces to create an indent.
- Left justify the text. Don't justify the right margins. Turn off the justification option in your software.
- Turn off the hyphenation option in your software to avoid end-of-line hyphens.
- Don't use hard returns to force words down to the next line in text.
- Printed one-sided with black ink.
- Insert page numbers at the bottom center within the 1-inch margin area.

### **4. Headings**

- Type each heading on a separate line, flush left with a line of space above and below
- Don't use underline or use boldface for headings.

## **5. Spacing**

**BETWEEN SENTENCES** Use only one-word space between sentences. No double word spaces should appear in the manuscript.

**BETWEEN LINES** Set line spacing at 1.5 lines throughout the entire manuscript, including notes, extracts, and references. Use the line spacing feature in your word processing program to set this; do not manually insert a line space after each line of text.

**BETWEEN PARAGRAPHS** Do not insert blank line spaces between paragraphs, notes, or bibliographic entries, unless you intend for there to be a space in the printed book (do not use dingbats or symbols in these intentional breaks between paragraphs).

**HARD PARAGRAPH RETURNS** Use hard returns (creating a new line by hitting the Return or Enter key) only at the ends of paragraphs, after items in lists, after lines of poetry, and before and after headings. Never include a hard return within a paragraph.

## **6. Footnotes**

Use automated footnotes, placing them at the end of the page.

## **7. Block Quotations**

When using block quotations, double-space and indent the entire quotation 5 spaces inward from the left margin.

Don't use [sic] in quotations to indicate disagreement with another author's wording or opinions. Only use [sic] to indicate factual or spelling errors. Philosophical differences with the author's wording in a quote should be addressed in a numbered note or in the text. It is also not necessary to use [sic] in passages of dialogue or quotations from earlier periods, if variations of spelling or language usage are understood.

## **8. Reference Sources**

Designated reference sources for the volume are *The Chicago Manual of Style*, 17th ed. Chicago–London: University of Chicago Press, 2017 and the *Merriam-Webster's Manual for Writers and Editors*. Springfield, MA.: Merriam-Webster, 1998.

## **9. Referencing Authors in Citations**

When reference authors are mentioned in the text, use surnames only after the first mention (unless further clarity is needed), and use "et al." and first author name when three or more authors are given.

## **10. Multiple Citations of a Work**

Once a reference has been given in full, subsequent citations of sources already given with minor differences, such as page numbers, should be shortened whenever possible. The short form should consist of authors' surname, shortened title (4 words or less) and page number:

"Ibid." (meaning "in the same place") refers to the work cited in the preceding footnote. The term should not be used when the preceding footnote includes more than one source. "Ibid." is never used solely to replace the name of an author. When different works by the same author are cited in consecutive footnotes, the author's name is repeated in full each time.

## **11. Figures**

Use figures only if they present concepts that cannot be conveyed easily in words. Upon acceptance of a manuscript for publication, the author will be asked to submit camera-ready art work.

## **12. Accompanying Material**

### **Biography**

A brief biography including institutional affiliations, other written works, and accomplishments.

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