chicago studies

STYLE SHEET

The following guidelines for submission of an article will aid us in transferring your work from your e-mail attachment to our system.

1. Type manuscripts in single space--including quotes and other indented matter--with both left and right justified margins. Please use "Times New Roman" 12-point font.

2. Articles can range anywhere from 3,500 to 5,000 words (exceptions to this can be discussed).

3. Do not include page numbers; they will be added later.

4. To indent paragraphs, use "indent first line of paragraph .5" setting, rather than manual tabs (or 5 spaces).

5. For block quotations, indent .5" on both the left and the right (using the paragraph indentation before text/after text settings).

6. Any necessary references should appear as endnotes. Turabian (University of Chicago) formatting of notes is preferred, but any style may be used if it is consistent. Endnotes should be first line-indented (using the automatic setting), with 10-point font, justified on both left and right.

7. References to cited sacred texts should be included parenthetically in the text, rather than as endnotes. EX: (Gen. 1:26-27).

8. When citing web pages in endnotes: remove the underline, and change the hypertext to black (instead of blue).

9. Use a hard-right ("enter" button) only when ending a paragraph, after a title or subhead, or when necessary for a poetic break.

10. Please do not hyphenate words. The only hyphens that should be used are those that are required, such as hyphenated words, and between dates, pages, or scripture verses. There should be no space before or after a dash.

11. Avoid using the letter "l" for 1 (one), or letter "O" for 0 (zero).

12. If you want something in italics, use italics function; please do not underline it.

13. Main title should be bold, centered, and in 18-point font.

14. "By Author" line should be centered, and in 14-point font.

chicago studies

15. Type all first-level subheads **bold and centered**; use upper and lower case (not all capitals). Skip an extra line both <u>before</u> and <u>after</u> all first-level subheads. Example:

Communion Ecclesiology

    The leading idea in Catholic ecclesiology for much of the second millennium was of the Church as a perfect society (*societas perfecta*)…

---

16. Type second level subheads *italicized and flush left*, upper and lower case. Skip an extra line <u>before</u> all second-level subheads. Example:

The Role of Attitude
    One point which should be held in mind is that a college campus is not automatically a hostile environment. Certainly, the growth of atheism and agnosticism has become…

---

17. Save your manuscript in either Microsoft Word (preferred) or in Wordperfect. And please submit your article as an e-mail attachment.

18. Submit articles to the CS Editor <cseditor@USML.EDU>.

Last revised 7/11/18.