**Tradition Today : Stylesheet**

Submissions should be sent as an e-mail attachment to j.widdowson@sheffield.ac.uk and should follow the stylesheet below.

Articles should follow the general format of those in *Lore and Language*, vols 15-17 and in *Tradition Today*, No. 1.

Please submit your article in **Word** format, **Times New Roman** font, with the following structure:

Use Word default margins (2.54 cm all round). Please justify text at the right margin throughout.

Article title against left margin in lower case with initial capitals, bold, 14 point font.

Space

Author’s name against left margin in capitals, 12 point.

Space

Abstract, if used, double-indented by 1 cm, in 12 point font, single-spaced. Title **Abstract**, indented, in 12 point.

Body of article in 12 point, justified (margins to default Word setting) with 16 point spacing between lines.

Paragraphs separated by a double space, first word indented.

Paragraph headings, if used, in 12 point font, bold, sentence case.

Quotations of more than three lines in single-line spacing, double-indented by 1 cm, in 12 point font. Please use double quotation marks for all quotations.

Please use numbered endnotes, not footnotes, but **please do not use the Word footnote/endnote facility**. Endnotes should appear in 12 point font, single-spaced, with the heading **Notes** (12 point, bold). The endnote number in the text should appear in superscript, outside punctuation. In the endnotes themselves, the endnote number should appear on the line in 12 point font.

Examples:

3. Ibid., I, p. 19.
5. This is discussed in detail in John Symons Udal, *Dorsetshire Folk-Lore*, Hertford, the author, 1922, p. 23.
7. Udal, p. 117.

A full list of References, in 11-point font and single-spaced, using hanging paragraphs indented by 1 cm, should follow the endnotes. References should be cited as follows:

**Books:**

**Chapters in books:**

**Journal articles:**

**Internet:**
(Hosting website name, date of article accessed if given, name or description of article accessed, date of access, URL) e.g.:

<http://libraryefdssorg/exhibitions/sharpdiaries/index.html>

**Closure:** Against the right margin, place the name and address of the article author’s current academic institution, if any.

**Illustrations**
*Original* photographs and other illustrations, submitted in jpeg format, are very welcome, but please try to reduce the file size to the minimum possible.

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