

## *Tradition Today* : Stylesheet

Submissions should be sent as an e-mail attachment to [j.widdowson@sheffield.ac.uk](mailto: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*, Nos. 1-3.

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:

1. See, for example, Christina Hole, *A Dictionary of British Folk Customs*, St. Albans, Granada, 1978, p. 275.
2. A. R. Wright, and T. E. Lones, eds, *British Calendar Customs*, 3 vols., London, The Folklore Society, 1936-40, I, pp. 4-6, 16-20, 33-34.
3. *Ibid.*, I, p. 19.
4. For other examples of this rhyme, see Iona Opie, and Peter Opie, *Children's Games in Street and Playground*, Oxford, Clarendon Press, 1964, p. 151.

5. This is discussed in detail in John Symons Udal, *Dorsetshire Folk-Lore*, Hertford, the author, 1922, p. 23.
6. Iona Opie, and Peter Opie, *The Lore and Language of Schoolchildren*, Oxford, Clarendon Press, 1959.
7. Udal, p. 117.
8. Opies, 1964, pp. 154-174.

A full list of bibliographical **References**, in 11-point font and single-spaced, using hanging paragraphs indented by 1 cm, should follow the endnotes. Please list all references in a continuous list (not making separate lists of books and journal articles etc.), in alphabetical order of author. Further notes on formatting follow:

*How to cite books:*

Buchan, D., *The Ballad and the Folk*, London, Routledge and Kegan Paul, 1972.

Wright, A. R., and T. E. Lones, eds, *British Calendar Customs*, 3 vols., London, The Folklore Society, 1936-40.

*How to cite chapters in books:*

Hufford, D. J., "Beings Without Bodies: An Experience-centred Theory of the Belief in Spirits", in B. Walker, ed., *Out of the Ordinary: Folklore and the Supernatural*, Logan, Utah, Utah University Press, 1995, pp. 11-45.

*How to cite journal articles:*

Barnes, D. R., "The Bosom Serpent: legend in American literature and culture", *Journal of American Folklore*, 85 (1972), 111-122.

*How to cite the Internet:*

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

English Folk Dance and Song Society (EFDSS) (undated). Cecil Sharp's Appalachian Diaries 1915-1918. 11th December 2010.  
<<http://library.efdss.org/exhibitions/sharpdiaaries/index.html>>

**(For further examples of Notes and References, please consult any of the articles in previous issues of *Tradition Today*.)**

**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.**

**N.B.** Authors are responsible for obtaining any necessary copyright clearances for material submitted for publication in the e-journal. Submission of a paper to *Tradition Today* will be taken to imply that it contains original, unpublished work, not under consideration for

publication elsewhere. If and when an article is accepted for publication, authors retain the copyright.