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, 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.
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 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:*

*How to cite chapters in books:*

*How to cite journal articles:*

*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://libraryefdssorg/exhibitions/sharppapiers/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.

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