

## House Style Requirements

Authors are strongly encouraged to submit papers formatted according to the style considerations outlined here. Papers submitted in other formats are acceptable for review, but must be re-formatted by the author after acceptance and editing.

**Line spacing:** Plain text set to one and a half (1.5); block quotations single-spaced.

**Margins:** Top and bottom margins 1.25" (32 mm); left and right margins 1.0" (25 mm).

**Title, Author's Name, Institutional Affiliation:** All in Times New Roman 14 point font, center-aligned, with title in bold. Precede title and follow institutional affiliation with a double space.

**Text Font:** Times New Roman, 12 point.

**Alignment:** Main text (including headings) should be left-aligned.

**Page Size:** Set to A4 (not 8.5 x 11).

**Headings:** Left-aligned, 12 point bold font. If two levels of headings are required, second-level headings are center-aligned in 12 point font, in small capital letters.

**Indentation:** The first paragraph following a heading should be flush left. All subsequent paragraphs should be indented 0.5" by setting paragraph parameters or by using the ruler (not the "tab" key or the space bar: Use of the "tab" key or the space bar to indent may create problems when the document is converted to PDF format prior to publishing).

**Hyphens and Dashes:** Hyphens are used to indicate words that are to be read together (well-informed), en-dashes are used to indicate a sequence (January–March), and em-dashes are used to create a break in a sentence. Use no hyphens as dashes.

**Block Quotations:** Single spaced, 11 point font, 0.5" left indentation and 0.5" right indentation, no italics or quotation marks. Parenthetical citations for block quotations follow the final period.

**Epigrams (if used):** 12 point, italics, centered. List author at right margin, preceded and followed by 1.5 space.

**Acronyms:** Where acronyms are used (and in particular in references) please spell out what they represent. These are not always well known by readers.

**Figures and images:** All figures and images must be submitted as separate files. Charts, tables, graphs, etc. (unless created in an image application such as Photoshop) must be scanned at the best quality of resolution possible [minimum 16 shades of gray for grayscale or thousands of colors for color images] and submitted as

**separate image files with insertion points clearly marked in the article. Acceptable image formats are .tif, .gif, .png, and .jpg. Bitmap [.bmp] images are not acceptable.**

**Other digital media: Authors are encouraged to take advantage of other forms of digital media such as sound and video clips. However, consultation prior to submission is strongly advised in order to assure technical practicality of intended formats. Sound files accompanying articles should be in either .aif or .mp3 formats. Video files should be in .mpg or .mp4 formats unless they are streaming files. As large sound and video files cannot be stored or streamed using the ACT server, ACT may require that larger audio and video files be housed on a safe, reliable server maintained by the author.**

Permissions and usage rights for media files not owned by the author are the author's responsibility, as are associated costs, if any.

**Web sites: Please set Internet addresses as hyperlinks in the references.**

**References: Set flush left and single spaced, with 1.5 spacing between entries and hanging indent for each entry.**

**Endnotes: Please convert all footnotes to endnotes, and set with Times New Roman 12 point font. Endnotes should follow References.**

**About the Author: This is the final heading and should be set flush left.**

## **Citations, References, and Documentation**

### **Within-text citations:**

- When using author/date citation style, citations should consist of the author's last name, year of publication, and, for any direct quotes, page number(s).
- Please use no comma between author and date (Smith 1976).
- Please omit "p." and "pp."
- Please abbreviate inclusive numbers (e.g., 124–37).
- Please use the en dash, not the hyphen to indicate page range (see above example). In Microsoft Word, an en dash is created by pressing Control and the minus sign on the keypad at the same time.
- For works with three or more authors, please use "et al."
- Please use commas to separate authors (Peck 1977, Smith 1975).
- Please order sources within parentheses alphabetically by author.
- Please make certain that all sources cited in the text are in the reference list.

- Please avoid the use of “op. cit.” “ibid.” etc.

### **Examples of author/date citation:**

The study confirmed others in the field (Hutchinson and Smith 1995, 335-36; Zanov et al. 1991a).

Hutchinson and Smith (1995) believed that the study was flawed.

### **References:**

- Please provide a reference list at the end of the article.
- Include full bibliographical data for all works cited in the text. (Do not include reference for works/authors not cited in the text.)
- In the references, the author's name is followed by the year of publication (without parentheses).
- Arrange works alphabetically by author. The name of the first author is given in inverted order (i.e., with the last name first: Smith, John). In multi-author works, names of authors after the first author are not inverted.
- Single-author entries should precede multi-author entries beginning with the same author. For multi-author works, list the names in the order in which they appear on the title page. Two or more works authored by the same first author but with different coauthors are arranged alphabetically by the last name of the second author, then the third author, and so on.
- Arrange works by the same person chronologically by date of publication. When two or more works by the same author in the same year are included in the references, arrange them alphabetically by title (disregarding any initial "A" or "The") and number them "a," "b," and so on. Be sure to include these letters in any in-text citations as well: Smith 1969a, Jones 1988b.
- Use a 3-em dash in place of an author's name (or all authors' names) in second and subsequent citations of works by the same author (or authors). [In Microsoft Word, an em dash is created by pressing Control-Alt and the minus sign on the numeric keypad. (A 3-em dash is created by repeating this three times)]. Repeat the name, however, if the subsequent citation is a multi-author work in which not all authors are the same.
- Please capitalize the first word in titles and subtitles, using lower case for all other title words except proper names.

### **Examples of Reference Entries:**

#### BOOK

Levinson, Bernard M. 1977. *Deuteronomy and the hermeneutics of legal innovation*. New York: Oxford University Press.

#### EDITED BOOK

Brown, Peter, and Henry Shue, eds. 1977. *Food policy: The responsibility of the United States in life and death choices*. New York: Free Press.

#### CHAPTER IN EDITED BOOK

Ryan, Alan. 1993. Liberalism. In *A companion to contemporary political philosophy*, ed.

Robert Goodin and Philip Pettit, 24–60. Oxford: Basil Blackwell.

ARTICLE IN JOURNAL

Banning, Lance. 1986. Jeffersonian ideology revisited: Liberal and classical ideas in the New American republic. *William and Mary Quarterly* 43(Jan.): 12–16.

DISSERTATION

King, Andrew J. 1976. Law and land use in Chicago: A pre-history of modern zoning. Ph.D. diss., University of Wisconsin.

ELECTRONIC SOURCE

Pegg, Bruce. 1998. *National Writing Centers Association, Resources for Writers*. Rev. August 4, 1998. Online: <http://departments.colgate.edu/diw/NWCA/Resources.html>. December 7.

RECENT EDITION OF BOOK FOR WHICH ORIGINAL EDITION IS OF IMPORTANCE

Emerson, Ralph Waldo. [1836] 1985. *Nature*. A facsimile of the first ed. With an introd. By Jaroslav Pelikan. Boston: Beacon.

*When in doubt about style considerations, please consult a recent issue of ACT or contact the editor.*