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Lists

Lists should be formatted using the MS Word list formatting function or alternatively by allowing the MS Word automatic list formatting. Do not use manually created and indented lists. Again, this does not provide for properly marked up document formatting.

Lists can include:

1. Bullets
2. Numbers
3. Upper Case Roman numerals
4. Lower Case Roman numerals
5. Lower Case Alphabetic Lists
6. Upper Case Alphabetic Lists

Quotations

Quotations that are 5 or more lines of prose should stand alone from the preceding paragraph in a block. Please use the MS Word increase indent function and justify text.



For example:

There are many variations of passages of Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or randomised words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum, you need to be sure there isn't anything embarrassing hidden in the middle of text. Words which don't look even slightly believable. If you are going to use a passage of Lorem Ipsum.

Images, figures, proofs

Indicate the placement and positioning of your images and figures with the document along with the table/figure heading.

Submit images and figures as separate files in jpg or png format. They will be added to your text as indicated in your document.

Please try ensure you are using a high quality image with 300 pixels per inch.

The presentation of formal or informal argument structures such as tree proofs, sequents, or any representation of premises and conclusions which cannot be accommodated by the formatting guidelines above must be submitted as an image to be placed in the text.

Citations

Please use the Chicago Author/Date style with in-text citations such as:

(Grazer and Fishman 2015, 12)
(Smith 2016, 315–16)

With corresponding reference list entries listed in alphabetical order. Please refer to the reference list rules from the Chicago Manual of style.

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life*. New York: Simon & Schuster.

Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press.

Notes

Please use End notes for each chapter rather than footnotes.