*When submitting a research article for peer review, use this formatting guide:*

# Title of Your Article (Constantia 16pt Bold)

AUTHOR NAME, INSTITUTIONAL AFFILIATION, PHYSICAL LOCATION (CONSTANTIA 12 PT SMALL CAPS; REMOVE THIS WHEN INITIALLY SUBMITTING TO PRESERVE BLIND REVIEW)

*Your abstract goes here. It should be no more than 90 words. (Constantia 12pt italics)*

This is the beginning of your article. From here until the end of your article, everything except the headings and subheadings should be in Times New Roman size 12 font. All text (except the abstract and block quotes) should be double-spaced. Use 1" margins. Your initial paragraph and any paragraphs after a heading should not be indented.

This is your second paragraph. Ident this and all other paragraphs not following a heading. Do not add extra space between paragraphs. "When quoting an author, use double quotes and cite your source, usually following the *Chicago Manual of Style*."[1]

> If you have a quote that takes up four lines or more of your paper, use a block quote. Still use 12-point font and single space the text. Magnus es, domine, et laudabilis valde: magna virtus tua, et sapientiae tuae non est numerus. Et laudare te vult homo, aliqua portio creaturae tuae, et homo circumferens mortalitem suam, circumferens testimonium peccati sui et testimonium, quia superbis resistis: et tamen laudare te vult homo, aliqua portio creaturae tuae.[2]

## Major Division #1 (Constantia 12pt Bold)

Here you introduce a new major division in your article.

### Minor Division #1 (Constantia 12pt Italics)

This is a sub-division that splits your major division.

### Minor Division #2 (Constantia 12pt Italics)

This is a second sub-division of your major division.

## Major Division #2 (Constantia 12pt Bold)

---

[1] For most articles, use *Chicago Manual of Style*, 17th ed. (See our Citation Guide for more information.)
[2] Use normal footnotes for block quotes.

Here you move to a different major division in your paper's content. If you are using *Chicago Manual of Style*, do not attach a bibliography at the end of your article. If using another style where it is needed, add one.

---

*When submitting an essay for online publication, use this formatting guide:*

# Title of Your Article (Constantia 16pt Bold)
AUTHOR NAME, INSTITUTIONAL AFFILIATION

This is the beginning of your article. From here until the end of your article, everything except the headings and subheadings should be in Times New Roman size 12 font. All text (except block quotes) should be double-spaced. Use 1" margins. Your initial paragraph and any paragraphs after a heading should not be indented.

This is your second paragraph. Ident this and all other paragraphs not following a heading. Do not add extra space between paragraphs. "When quoting an author, use double quotes and cite your source, usually following the *Chicago Manual of Style*."[3] If you are regularly citing a source, "include the full citation in the first citation."[4] Thereafter, cite in-line (*abbreviation,* page number).

**Major Division #1 (Constantia 12pt Bold)**

Here you introduce a new major division in your article.

*Minor Division #1 (Constantia 12pt Italics)*

This is a sub-division that splits your major division.

*Minor Division #2 (Constantia 12pt Italics)*

This is a second sub-division of your major division.

---

[3] For most essays, use *Chicago Manual of Style*, 17th ed. (See our Citation Guide for more information.)
[4] This is the full citation for your source (hereafter cited as *abbreviation*).