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Comparative Civilizations Review Style Sheet

Comparative Civilizations Review

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CCR Style Guide for Submitted Manuscripts

Begin the document with title, author's name, author's position (e.g. professor, lecturer, graduate student, independent scholar), author's academic department and affiliation, if any, and the article's abstract (maximum 200 words). Do not include page numbers, headers, or footers. These will be added by the editors. Do not utilize automatic formatting for indents, space following subheads and paragraphs, etc.

Write your article in English. Submit your manuscript, including tables, figures, appendices, etc., as a single Microsoft Word or PDF file. Page size should be 8.5 x 11 inches. All margins (left, right, top and bottom) should be 1-inch, including your tables and figures. Single space your text. Use a single column layout with both left and right margins justified. Main body text font: 12 pt. Times New Roman. If figures are included, use high-resolution figures, preferably encoded as encapsulated PostScript. Maximum length of article is 20 pages including endnotes, bibliography, etc.

Do not indent paragraphs. A line space should follow each paragraph. Subheads are in bold, flush left, separated by a line space above and below. Long quotations should be placed in a separate paragraph with a .5-inch hanging indent, no quotation marks, and preceded and followed by one-line spaces.

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Underlining in the text is discouraged. Whenever possible use italics to indicate text that you wish to emphasize. Use italics for book titles, movie titles, etc and for foreign terms. Using colored text is prohibited. However, we encourage authors to take advantage of the ability to use color in the production of figures, maps, etc. To the extent possible, tables and figures should appear in the document near where they are referenced in the text. Large tables or figures should be put on pages by themselves. Avoid the use of overly small type in tables. In no case should tables or figures be in a separate document or file. All tables and figures must fit within 1-inch margins on all sides, in both portrait and landscape view.

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