Style Sheet for Juniata Voices

General Guidelines:
- double-spaced throughout on plain 8 ½ X 11 white paper
- use 12 point type (approximately 250 words per page)
- 1 inch margin on all sides of the paper
- text (heads, etc.) flush left
- double hard return between paragraphs
- do not justify right hand margin
- do not insert hyphenation at end of line
- all references in text placed as endnotes
- never use the letter 1 or the letter o for numbers

Notes:
- please keep notes to a minimum
- do not place them at the bottom of the page; put them at the end of text in a section marked “NOTES”
- use for references as well as for comments
- see below for style

Chapter title:
- flush left; in caps

Headings:
- all flush left
- first level heads in CAPS
- second level heads in Upper and lower case
- try not to have third level heads; but if you do, put at the beginning of a paragraph CAPS and start
- paragraph immediately after
- no extra space above and below heads, except to indicate a new paragraph

Quotes and Paraphrasing:
- try to minimize extensive quotes
- quotations over five lines should be indented and in 10 point type; no quotation marks at beginnings and end; quotes within the quote should have double quotation marks
- permissions will be needed for more than two lines of poetry, more than 250 words, more than 5% of a short work, a quote from an unpublished work (a thesis, lecture, etc.), or extensive paraphrasing from a previous work (including your own from another publisher)
- obtaining permissions are the responsibility of individual authors

Italics:
- use for emphasis only when absolutely necessary
- use for foreign words
- use for footnotes as noted on the reverse side
- use for books, artwork, ships, etc.

Disks (final version only):
- use Word Perfect or Word (marked on the label, with version of software program)
- file title (your last name or first eight characters of your name)
Illustrations:
  line art and half tones are strongly encouraged (indicate approximate placement in text)
  no color art
  include full captions, as required
  include charts and table, as required (indicate approximate placement in text)
REMINDER: authors are responsible for securing all permissions to reproduce material

Endnote Style

Books

For a translated book:

For an edited book: add ed., or eds., after the author name(s).

Journal Articles

Chapter in a Book:

Unpublished Work

Repeat Citations:
Ibid. can be used only if the citation was the last footnote. Use Ibid., p. xx, if the page number is different, otherwise shortened author names and shortened titles may be used

for a book:

for an article: