

INFORMATION AND SPECIFICATIONS for SUBMITTING ARTICLES

Articles should be submitted by email in Microsoft Word along with a double-spaced hard copy of the printed text. Footnotes should be placed at the bottom of the pages to which they pertain. Accompanying photos, graphs, tables, and other artwork, together with their captions should be placed on separate pages (of the brightest white quality). These should not exceed a width of 4.5 or a length of 7 inches. Spelling should follow standard American English, taking care to hyphenate all words correctly. Authors are responsible for obtaining permission to use previously published quoted textual material. When an article has been accepted for publication, the author will be asked to provide a brief abstract of the work and a short biographical sketch.

TYPEFACES AND JUSTIFICATION

Title of Article: Times New Roman 16pt Roman, centered at the top of the first page. Body

Text Typeface: Times New Roman 12 point. Footnote Typeface: Times New Roman 9 point. Extended Quotations: Times New Roman 9 point. Text of Tables: Times New Roman 9 point.

Body Text and Footnotes: Single Spaced, fully justified left and right.

MARGINS, HEADERS AND FOOTERS

All Margins (Top, Bottom, Left, and Right): 2 inches.

Pre-Set Header: 1.75 inches. Pre-Set Footer: 1.5 inches.

PARAGRAPHS AND QUOTATIONS

Paragraphs: Indented by a single tab from left margin. Short Quotations within Text: In regular quotation marks.

Extended Quotations within Text: Indented by two tabs from left margin.

FOOTNOTES

Footnotes should appear at the bottom of relevant page, numbered consecutively throughout the article. Footnotes are separated from the body text by a pre-set, or default line extending approximately half way across the page from the left margin.

ARTWORK, PHOTOS

All artwork and photo examples, in addition to being placed in the text where they should appear, should be submitted as separate jpeg files.

Please submit articles to: talkingdrum@naspaam.org