

# *LUMEN* Style Guide

(Revision date: January 2019)

## Submission Guidelines

1. Articles will be written in Times New Roman, 12pt. They must not exceed twenty pages, including quotations and footnotes.
2. Articles will be single spaced, including quotations and notes, and are justified left and right.
3. First line of a paragraph should have a left indent (0.5 cm/2"). However the very first paragraph, as well as those that begin a new section, should not be indented.
4. Pages are to be numbered consecutively (arabic numerals at the top right corner of each page) and a 3 cm margin surrounding the text.
5. Notes should be in the form of footnotes at the bottom of the page (Times New Roman, 10pt), single space with first line indented (0.5 cm/2").
6. Relevant illustrations may be included, but it is the responsibility of the author to obtain permission to reproduce the illustration and to provide camera-ready images (300 dpi minimum) once the essay has been accepted. All these illustrations (frontispieces, maps, graphs, tables, etc.) can be included in the manuscript text, but must be provided separately as clearly identified source files. The author can also indicate in his text the desired place for insertion (e.g. insert fig. 1, insert fig. 15) and number the source files accordingly (fig1.xls, ill15.tiff).
7. Quotations longer than four lines of poetry or prose must be off-set from the body of the text by two double-spaces. They must also be in a separate paragraph without quotation marks and adhere to the following format: Times New Roman, 11pt, paragraph indented 0.5 cm from the left margin (0 cm to the right), spacing of 6pt before and after the paragraph.
8. Italics should be used instead of underlining; no bold characters should be used in the text.
9. The authors will put their names and addresses on a separate page in order to respect CSECS's commitment to maintain the anonymous nature of the evaluation of articles.
10. *Lumen* only considers articles which are not under simultaneous consideration by another journal.
11. **Section Headings** (not mandatory): Bold, Times New Roman, 12pt. They are preceded and followed by a space.

**Subheadings** (not mandatory): Italic, Times New Roman, 12pt. No space between the section subtitle and the following paragraph.

The manuscript must not contain **any double spacing** (between words or after punctuation). For all other questions of academic style, essays submitted for publication in English should follow the guidelines set out in *The Chicago Manual of Style* (16th edition).

## **Editor's Guidelines for preparation of Manuscripts**

Once the essays are accepted for publication, issue editors will:

1. Copy Edit.
2. Check that the above formatting is correct and consistent.
3. Ensure that either authors or editorial staff double checks quotations (please check especially closely where essays contain more than one language or translations).
4. Ensure that the essay header information is formatted thus:

**Title:** bolded, 16 pt essay  
Left Aligned and indented 1.18"

**Author's Name:** 16 pt, small caps (below the title)

**Institution Name:** italicized, 12 pt (below the author's name)  
Left Aligned and indented 1.18"

**Epigraph:** 10 pt, Times New Roman, aligned with the title and author info and justified. Identifying information for the epigraph (e.g. author and title) is on the following line, right aligned. Typically, no footnote is used for an epigraph.