Formatting Guidelines for *Comitatus*

1. Margins are as follows:
   Top: 2.1
   Bottom: 2
   Left and Right: 2.25

2. The text and footnotes should be justified, with the exception of titles, author name, and subheadings, which are centered.

3. All text is in Times New Roman font
   Title, main text, header = 10 pt
   Footnotes = 8 pt
   Abstract and Keywords = 8 pt
   Block quotes = 9 pt

4. Spacing:
   The abstract, footnotes, and block quotes should all be single-spaced.
   The body text, however, should be spaced at 1.1 (Go to Home/Paragraph/Spacing/Single **AT: 1.1**)

5. Indentation:
   Do not indent the first line of the article, nor the first line of paragraphs following block quotes.
   All other first lines (including the first lines of footnotes) should be indented at .17
   (Home/Paragraph/Indentation/Special: First line/ By: .17)

6. Block quotes should be 9 pt font, single-spaced, indented .17 on the left hand side, and 0.0 indentation on the right hand side.

7. Following the authors name which should be centered, following the title, click on References. In the footnote tab, click on the small arrow in the right hand corner, then click "Symbol" and select the asterisk.
   After the asterisk (which should not be indented like other footnotes), please list your Department, Department address, and email (separated by commas). Please make sure your email address is not highlighted in blue or underlined. If you like you may briefly include a few acknowledgements. Please limit yourself to 1-2 sentences.

   Ex.
   *Department of English, University of Washington, Box 354330, Seattle, WA 98195-4330, bchardis@uw.edu. I wish to express my gratitude to Eoghan Ahern, Joshua J. Hartman, Alice HIklin, Christopher J. F. Martin, and Rebecca Merkelbach for their assistance. Particular thanks are due to Luca Larpi whose tremendous generosity has made this study possible.

8. Hyphens and Dashes
   Please made sure that hyphens are distinguishable from dashes
   Fifty-five = hyphen
   Twenty-first century = hyphen
   1482–1513 = En dash (Insert/Symbol/More symbols/Special Characters/En dash)
   OR (Ctrl + Num -)

Dashes within the body text = Em dash (Insert/Symbol/More symbols/Special Characters/Em dash)   OR   (Alt + Ctrl + Num -)

Ex. "The text of the *DEB* survives in various literary works—including Bede's *Historia ecclesiastica gentis Anglorum,* the *Historia Brittonum,* and Geoffrey of Monmouth's *Historia regum Britanniae.*

9. Subheadings:
    Subheadings should be in all caps and centered. No space between the subheading and the line that follows. Do not indent the first line immediately after the subheading.

10. Header/Footer:
    Don't worry about inserting a header and footer. This will be taken care of for you.

11. Footnotes:
    Please refer to PDF example for how to format footnotes, and imitate this carefully.
    a) The first line of every footnote should be indented by .17
    b) All bibliographical information should be included in the footnotes. There should be no Works Cited or Bibliography page
    c) The first time a work is referenced, please cite the text as follows:
        Ex. Book
        W. M. Lindsay, *Studies in Early Medieval Latin Glossaries,* ed. Michael Lapidge (Aldershot 1996) 72.
        *Notice the lack of commas before and after the parentheses.
        *Notice that there is no punctuation between the place of publication and the year

        Ex. Journal
        Owen Chadwick, "Gildas and the Monastic Orders," *The Journal of Theological Studies* 5 (1954) 78–80.
        *Notice the lack of commas after the title and before and after the parentheses
        *Notice that there is an En dash and not a hyphen in between page numbers

    d) Once the full reference has been listed once, you can shorten future references as follows:
        Ex.
        Gildas, *DEB* 15 (n. 9 above) 45.
        = Author name, *Title* (n. # of footnote that contains full reference) pg #.

    e) If you reference the same work twice in a row, you may use "Ibid."
        Ex.
        Ibid. 38.