Clio Format Guidelines

Electronic essay submissions only: Acceptable file formats are Word (.doc or .docx) or Rich Text Format (.rtf). We also need complete contact information, including preferred email and street addresses. Please send your essay as an email attachment to clio@pfw.edu .

Contributor's Bio: On a separate page of your manuscript, please provide a biographical note of fewer than 100 words containing your rank, affiliation, specialization, and most significant publications or current research. Include publication dates for all books.

Margins and Spacing: Set unjustified margins at 1-inch for all sides. Do not set or disable widow/orphan protection. Double space the entire manuscript, including notes and block quotes.

Page Numbers: Number pages in upper right corner, beginning with page 2 (suppress 1st page number). Do not use running headers.

Paragraphs: Use Tab key to indent paragraphs. Use automatic (soft) return within each paragraph. Use 1 hard return at the end of each paragraph and 2 hard returns between sections (if any).

Character Spacing: Use 1 space after periods, colons, commas, and semicolons. For ellipses, type a space between each of the 3 periods (do not allow automatic insertion of graphical ellipses). For an ellipsis following a period, do not put a space between the period and the preceding word.

Hyphenation and Dashes: See *Chicago Manual of Style*, 16th edition, 7.31ff for full details on compound words and hyphenation. Use em-dashes when inserting dashes in sentences; en dashes when providing date or page ranges; and hyphens when forming compound adjectives and the like. Do not use automatic hyphenation.

House dictionary: Merriam-Webster's Collegiate Dictionary, 11th edition. Use for general spelling concerns including names, places, compound words, dash/hyphen usage, and capitalization.

Special Codes: Use underlining to indicate italics. Do not underline except to indicate italics. Do not use italics, boldface, macros, style sheets, or QuickCorrect options (e.g., straight "smart quotes"). Quotations marks must be the "curly" variety. Use of codes causes printing and formatting errors.

Non-English letters/characters: Use the "Symbols" function to insert foreign language characters.

Languages: Please use American rather than British spelling, except in quotations. If your article includes text in any other language, provide authoritative translations (or your own) in brackets and identify the translators in the footnote or text. Non-English book or article titles, if needed, should be followed immediately by English translations in brackets. Adhere strictly to the conventions of any foreign language used; we depend on you for accuracy.

Notes: Use the footnote function. Do not use endnotes or insert notes manually. Double space notes.