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*Insert an abstract of 80–100 words, giving a brief account of the most relevant aspects of the paper. Do not use symbols, special characters, or math in abstract.*

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Specifications on table formatting:

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All photographs, schemas, graphs and diagrams are to be referred to as figures and abbreviated as “Fig.” All figures should be numbered with Arabic numerals. Figures should be placed as close as possible to the first reference to them in the paper, aligned centre if figure size allows. The figure number and caption should be typed below the figure, aligned left of centre, depending on the figure.

Figures should be good quality scans or true electronic output, 300 DPI resolutions. Low-quality scans will be rejected and a replacement of the figure will be required. Figures must be embedded into the text and not supplied separately.



**Fig. 1. Jean Benner, Salomé (9 pt, bold)**

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Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

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**Example of article in journal entry:**

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Redman, Charles L., Mary Jane Berman, Edward V. Curtin, Tom Langhorne, Jr., Nina M. Versaggi, Jeffrey Wanser, ed. *Social Archaeology*. New York: Academic Press, 1978.

**Example of essay in edited book entry:**

Hall, D. “The Middle Ages.” In *The Perthshire Book*, ed. Donald Omand, 59-73. Edinburgh: Birlinn, 1999.

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Kurland, Philip B. and Ralph Lerner, ed. *The Founder’s Constitution*.Chicago: University of Chicago Press, 1987. <http://press-pubs.unchicago.edu/founders> (accessed June 27, 2006)

*B. Footnotes*

The basic form of a footnote citation is similar to that of a bibliographic citation. However, footnote units are separated by commas rather than by periods, and publication details appear within parentheses. An author’s given name appears before his/her family name. Page references are preceded by either a colon (for a journal) or a comma (for a book).

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**Example of book entry:**

John Fennell, *The Crisis of Medieval Russia 1200-1304* (London: Longman, 1983), 81-82.

**Example of article in journal entry:**

H. J. Blumenthal, “Neoplatonic Elements in the *De Anima* Commentaries,” *Phronesis* 21 (1976): 64-87.

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Acknowledgements, references, and appendices

*Acknowledgements, reference, and appendices headings will written be in Garamond 11 pt., left justified, with the first letter capitalized but have no numbers. The text below will be Garamond 11pt, italics.*

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