Formatting on Microsoft Word for *Lingua Romana*

Note: Please convert document to a PDF after making these changes

Header

* Text: Lingua Romana vol xx, issue x
* 0.5” from top
* Flush left
* Times New Roman 12pt
* Small caps
* Indent -0.38”

Ex: **Lingua Romana vol 12, issue 1**

Heading (in body of text; the front matter of the article)

* The very front matter formatting should include
  + The word “Article”
    - Times New Roman 12pt
    - Flush left
    - Small caps
    - Single spaced, 30pt before, 12pt after
  + Title
    - Title case
    - Times New Roman 16pt bold
    - Justified (if more than one line) or flush left (if one line)
    - Single spaced, 12pt after
  + Author
    - Times New Roman 12pt italic
    - Flush left
    - Single spaced, 0pt before, 0pt after
  + School
    - Times New Roman 12pt
    - Flush left
    - Single spaced, 0pt before, 12pt after
  + The word “Summary”
    - Times New Roman 12pt
    - Small caps
    - Indent 0.5”
    - Single spaced, 0pt before, 12pt after
  + Summary of the article
    - Times New Roman 12pt
    - Justified
    - Indented 0.5”
      * Indented paragraphs indented 1”
    - Single spaced, 0pt before, 12pt after
  + The word “Keywords” followed by keywords
    - Times New Roman 12pt
    - Justified
    - Indented 0.5”
    - Single spaced, 0pt before, 12pt after
    - “Keywords” in small caps
    - ex: Keywords: Germaine de Staël, *Corinne ou l’Italie*, music, female voice, artist novel, Romanticism, social critique, feminist approach, Rousseau, George Sand

Body

* Times New Roman 12pt
* Justified
* Single spaced, 0pt before, 12pt after

Block Quotes

* Times New Roman 12pt
* Justified
* Indented 0.5”
* Single spaced, 0pt before, 12pt after

Footer

* Times New Roman 12pt
* Center
* Page number