

Engram Submission Formatting Guidelines

This document provides details on typesetting and layout requirements for preparing your final submission to *Engram*.

Formatting Requirements:

1. Please include a title page
2. Double Space
3. Be sure to format all of your citations in Chicago format including both footnotes and bibliography citations.
4. For more in-depth writing on Chicago Notes Bibliography (NB) see this formatting guide: <https://libguides.williams.edu/citing/chicago-notes>
- 5.

Examples:

Books

Footnote: 1. First name Last name, *Title of Book* (Place of publication: Publisher, Year of publication), page number.

Bibliography: Last name, First name. *Title of Book*. Place of publication: Publisher, Year of publication.

Journals

Footnote: 1. Henry E. Bent, "Professionalization of the Ph.D. Degree," *College*

Composition and Communication 58, no. 4 (2007): 141, accessed December 4, 2017,

<http://www.jstor.org/stable/1978286>.

Bibliography: Bent, Henry E. "Professionalization of the Ph.D. Degree." *College Composition and Communication* 58, no. 4 (2007): 0-145. Accessed December 4, 2017.
<http://www.jstor.org/stable/1978286>.

Use [this website](#) for further information and examples on Chicago-style citations

6. Do not include page numbers, headers, or footers.

7. Page size should be 8.5x11 with 1-inch margins.

8. Font:

Main Body: 12 pt, Times New Roman

Footnotes: 10 pt, Times New Roman

9. If figures are included, all images included in the final version need to be Creative Commons licensed since the final publication will have a CC license.

10. Copyedit your manuscript.

Submit here!