Your Submission Title Goes Here. Use 16 Point, Bold Type

Author Name Goes Here. Use 12 Point, Bold Type, centered

Affiliations Go Here Using 9 point, regular type

Electronic Addresses Go Here Using 9 point, regular type

In Case of Multiple Authors,

Affiliations Go Here Using 9 point, regular type, centered

Electronic Addresses Go Here Using 9 point, regular type

Use this format,

Affiliations Go Here Using 9 point, regular type, centered

Electronic Addresses Go Here Using 9 point, regular type

Abstract

The title “Abstract” should be 12 point, bold type, centered at the beginning of the left column, 6 points above text. The body of the abstract providing a short summary of the argument of your paper should be 12 point, justified, regular type.

Section Heading(s)

Your proposal’s or paper’s section headings should be 12 point, **bold** style, mixed case (nouns, pronouns, and verbs are capitalized) and centered. They should be positioned 12 points below the previous text and 6 points above the text beneath. Your text should be 12 point, justified, single space. The first sentence after the heading begins without a paragraph indent like this paragraph.

The second, and subsequent paragraphs are indented 12 points. Do **not** leave double-space between paragraphs. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text.

Sub Heading(s)

Sub headings should be 12 point, **bold** style, mixed case (nouns, pronouns, and verbs are capitalized). They should be flush left, 12 points below the previous text and 3 points above the text beneath. Your text should be 12 point, justified, single space. The first sentence after the heading begins without a paragraph indent like this paragraph.

The second, and subsequent paragraphs are indented 12 points. Do **not** leave double-space between paragraphs. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text.

Illustrations 300 dpi TIFF or PNG

These should be placed throughout the paper, next to the text that they illustrate. Leave .25 inches between images on top, bottom, left and right margins.

Fig x. *Title of piece*, Year, Name of the artist, medium/me­dia, Copyright acknowledgement. (This text should be in Times New Roman 9 point).

This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text. This sample shows a 12 point Times New Roman text.

References

They should be 12 point, regular type. Do not use endnote formatting that links notes to note markers. List them in alphabetical order immediately after your essay. Each reference should be linked to an in text citation in accordance with the author-date system (if either is missing the reference will be cut).

Here are some sample references with corresponding in text citations from the format of the 17th edition of The Chicago Manual of Style*.* If in doubt please consult.

***Book with single Author***

Smith, Zadie. 2016. *Swing Time*. New York: Penguin Press.

***In text citation***: (Smith 2016, 315–16)

***Book with more than one Author***

Grazer, Brian, and Charles Fishman. 2015. *A Curious Mind: The Secret to a Bigger Life.* New York: Simon & Schuster.

***In text citation***: (Grazer and Fishman 2015, 12)

***Chapter or part of edited book***

Thoreau, Henry David. 2016. “Walking.” In *The Making of the American Essay*, edited by John D’Agata, 167–95. Minneapolis: Graywolf Press.

***In text citation***: (Thoreau 2016, 177–78)

***Translated Book***

Lahiri, Jhumpa. 2016. *In Other Words*. Translated by Ann Goldstein. New York: Alfred A. Knopf.

***In text citation***: (Lahiri 2016, 146)

***Journal Articles***

Keng, Shao-Hsun, Chun-Hung Lin, and Peter F. Orazem. 2017. “Expanding College Access in Taiwan, 1978–2014: Effects on Graduate Quality and Income Inequality.” *Journal of Human Capital* 11, no. 1 (Spring): 1–34.

***In text citation***: (Keng, Lin, and Orazem 2017, 9–10). (If more than three authors list only the first in the in text citation followed by *et al*.)

***Newspaper or Magazine***

Manjoo, Farhad. 2017. “Snap Makes a Bet on the Cultural Supremacy of the Camera.” *New York Times*, March 8, 2017. <https://www.nytimes.com/2017/03/08/technology/snap-makes-a-bet-on-the-cultural-supremacy-of-the-camera.html>.

***In text citation***: (Manjoo 2017)

***Website***

Google. 2017. “Privacy Policy.” Privacy & Terms. Last modified April 17, 2017. https://www.google.com/policies/privacy/.

***In text citation***: (Google 2017)

***Social Media***

Souza, Pete (@petesouza). 2016. “President Obama bids farewell to President Xi of China at the conclusion of the Nuclear Security Summit.” Instagram photo, April 1, 2016. <https://www.instagram.com/p/> BDrmfXTtNCt/.

***In text citation***: (Souza 2016)

# Author(s) Biography(ies)

This is a short description of your scholarly, artistic and professional background. Note that the word limit is 150 words.