

Style Guidelines for Working Papers

Critical, Creative and Reflective Practice | Science in a Changing World

COVER

Paper ID#: Arial, 12 points

Title: **Arial Bold, 24 points**

Sub title: *Arial Italic, 14 points*

Byline: **ARIAL ALL CAPS, 18 POINTS**

URL: Arial 12 points

BODY

Left Margin: 1 inch

Right Margin: 1 inch

Title: **Arial Bold, 16 points**

Sub-heading, first level: **Arial Bold, 14 points, centered**

Sub-heading, second level: **Arial Bold, 12 points**

Body: Arial, 10 points

Body Line Spacing: 1.5

Quote Styling: Arial, 10 points

Quote layout: Text box indent 1.5 inches

Quote Line Spacing: 1 point

Page Numbers: bottom right