Paper Title (16 pt)

Author,[1] Second Author,[2] Third Author[3] (11 pt)

[1] First affiliation (Department name, organization name), Country, e-mail address (9 pt)
[2] First affiliation (Department name, organization name), Country, e-mail address
[3] First affiliation (Department name, organization name), Country, e-mail address

Abstract (Garamond 11 pt, bold)

Insert an abstract of 80–100 words, giving a brief account of the most relevant aspects of the paper.
(Garamond 11 pt, italic).

Keywords (Garamond 11 pt, bold)

Insert 5 to 10 keywords, separated by semicolons (;) (Garamond 11 pt).

I. Main text (Palatino Linotype 11 pt, bold)

(Garamond 11 pt) This template is used to format your paper and style the text. All margins, line spaces, and text fonts are prescribed. Please do not alter them!

Please make sure that you use as much as possible normal fonts. Special fonts, such as those used in the Far East (Japanese, Chinese, Korean, etc.) may cause problems during processing.

A. Sub-headings (Palatino Linotype 11 pt, italic)

Please make sure to leave a clear space between the text, headings, and sub-headings. All headings and sub-headings should have a minimum of three text lines after them before a page break.

Bulleted lists may be included and should look like this:
- First point
- Second point

B. Important observation on commas and periods

Please note that according to our style, we use commas and periods INSIDE of quotation marks. So please style your quotations in the following way:

Albert said, "Commas should come inside quotations."[1]

"Commas should come inside quotations,"[2] said Albert.

C. Important information on quotation marks

Please note that according to our style, we use we use double quotation marks ("double"), not single quotation marks ('single'). If you are quoting a quote within a quote or need to use another pair or quotation marks within a larger quote, you may then use single quotation marks.

D. Tables

All tables should be numbered with Arabic numerals and should be inserted after they are cited in the text. Captions should be placed above tables, aligned left. Leave one line space between the caption and the table. Tables must be embedded into the text and not supplied separately.

Specifications on table formatting:
- Table head and table column head: 10 pt, bold
- Table column subheading: 10 pt, bold, italic
- Table text: 10 pt

Table 1. Title of table (10 pt, bold)

Table Head	Table Column Head		
	Table column subhead	*Subhead*	*Subhead*
text	text		

---

[1] Albert.

[2] Ibidem.

E. Figures

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.
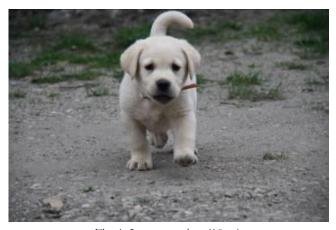

Fig. 1. Image caption (10 pt)

F. Abbreviations and Acronyms

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.

Acknowledgements, references, and appendices

Acknowledgements, reference, and appendices headings should be left justified, bold, with the first letter capitalized but have no numbers. Text below continues as normal.

II. Footnotes and bibliography. Examples

Trivent Publishing follows the Chicago Manual of Style. Consult the CMS online at:
http://www.chicagomanualofstyle.org/tools_citationguide.html .

Please always use footnotes, not endnotes (see how to format footnotes on point B. below)

Please note that **translations** of titles should be made in [square] brackets following the original title. Non-English titles (except for German, French, Italian, Spanish, or otherwise widely known titles) should be translated in square brackets.

Please note that in case your entire paper is written in a language other than English, ALL non-English titles used as references (except for German, French, Italian, Spanish or otherwise widely known titles) must be translated! Also, if you are using an edition of a book which is translated, we prefer that you cite the original and NOT the translation.

A. Footnotes - examples

Footnotes should be written using Garamond 9 pt, as in the example in the footnote on this page.[3]

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).

For the sake of clarity, we **do not** use op. cit. and loc. cit., preferring citation according to the short-title form set in the first citation entry of a title. Ibidem and idem may however be used. Please note that ibidem and idem are not italicized.

When citing an author in a footnote, please give his full first name and last name: John Fennell, instead of J. Fennel.

---

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

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

How to format if you use the same source multiple times:
author last name, title (it can be a shortened version of the title), page nos.
Fennell, *The Crisis of Medieval Russia*, 90.

Example of article in journal entry:
Henry J. Blumenthal, "Neoplatonic Elements in the *De Anima* Commentaries," *Phronesis* 21 (1976): 64-87.

How to format if you use the same source multiple times:
author last name, title of article (it can be a shortened version of the title), page nos.
Blumenthal, "Neoplatonic Elements," 90.

Examples of edited book entry:
Celebration; Studies in Festivity and Ritual, ed. Victor Turner (Washington: Smithsonian Institution Press, 1982).
Social Archaeology, ed. Charles L. Redman et al. (New York: Academic Press, 1978).

How to format if you use the same source multiple times:
title (it can be a shortened version of the title), editors.
Social Archaeology, ed. Charles L. Redman et al.

Example of essay in edited book entry:
David Hall, "The Middle Ages," in *The Perthshire Book*, ed. Donald Omand (Edinburgh: Birlinn, 1999), 59-73.

How to format if you use the same source multiple times:
author last name, title of essay/chapter (it can be a shortened version of the title), page nos.
Hall, "The Middle Ages," 80.

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

How to format if you use the same source multiple times: author last name, title
Kurland and Lerner, ed., *The Founder's Constitution.*

Example of conference paper in print proceedings:
Kamal Singh and Gary Best, "Film Induced Tourism: Motivations of Visitors to the Hobbiton Movie Set as Featured in 'The Lord of the Rings'," in *Proceedings of the 1st International Tourism and Media Conference*, Melbourne, 2004, 98-111 (Melbourne: Tourism Research Unit, Monash University, 2004).

How to format if you use the same source multiple times: author last name, title (shortened)
Singh and Best, "Film Induced Tourism."

Conference paper from the internet (not published in a proceedings)
Martin Beckermann, "Regeneration Following Traumatic Brain Injury: Signals, Signposts and Scaffolds," *Paper presented at the Biomedical Sciences and Engineering Conference (BSEC)*, Oak Ridge National Laboratory, Oak Ridge, TN, May 25-26, 2010.
https://doi.org/10.1109/BSEC.2010.5510841.

How to format if you use the same source multiple times: author last name, title (shortened)
Beckermann, "Regeneration Following Traumatic Brain Injury."

Conference proceedings
Kira Hall, Michael Meacham, and Richard Shapiro, ed., *Proceedings of the Fifteenth Annual Meeting of the Berkeley Linguistics Society: General Session and Parasession on Theoretical Issues in Language Reconstruction*, February 18-20, 1989 (Berkeley, CA: Berkeley Linguistics Society, 1989).

How to format if you use the same source multiple times: editor last name(s), title (shortened)

Hall, Meacham, and Shapiro, ed., *Proceedings of the Fifteenth Annual Meeting of the Berkeley Linguistics Society.*

B. Bibliography – examples

Example of book entry:
Fennell, John. *The Crisis of Medieval Russia 1200-1304*. London: Longman, 1983.

Example of article in journal entry:
Blumenthal, Henry J. "Neoplatonic Elements in the *De Anima* Commentaries." *Phronesis* 21 (1976): 64-87.

Examples of edited book entry:
Turner, Victor, ed. *Celebration; Studies in Festivity and Ritual*. Washington: Smithsonian Institution Press, 1982.
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, David. "The Middle Ages." In *The Perthshire Book*, ed. Donald Omand, 59-73. Edinburgh: Birlinn, 1999.

Example of book in a Series entry:
Mango, Cyril. *The Art of the Byzantine Empire, 312-1483: Sources and Documents*. Sources and Documents in the History of Art. Ed. H.W. Johnson. Englewood Cliffs, NJ: Prentice-Hall, 1972.

Example of electronic source entry:
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)

Example of conference paper in print proceedings:
Singh, Kamal, and Gary Best. "Film Induced Tourism: Motivations of Visitors to the Hobbiton Movie Set as Featured in 'The Lord of the Rings'." In *Proceedings of the 1st International Tourism and Media Conference, Melbourne, 2004*, 98-111. Melbourne: Tourism Research Unit, Monash University, 2004.

Conference paper from the internet (not published in proceedings)
Beckermann, Martin. "Regeneration Following Traumatic Brain Injury: Signals, Signposts and Scaffolds." Paper presented at the *Biomedical Sciences and Engineering Conference (BSEC)*, Oak Ridge National Laboratory, Oak Ridge, TN, May 25-26, 2010. https://doi.org/10.1109/BSEC.2010.5510841.

Conference proceedings
Hall, Kira, Michael Meacham, and Richard Shapiro, ed. *Proceedings of the Fifteenth Annual Meeting of the Berkeley Linguistics Society: General Session and Parasession on Theoretical Issues in Language Reconstruction*, February 18-20, 1989. Berkeley, CA: Berkeley Linguistics Society, 1989.

III. Classical Greek and Latin Sources

IN FOOTNOTES:

The numbers that identify the various parts of classical works, including books, sections, and lines remain the same in all editions, whether in the original language or in translation, and can be cited as follows:

Example 1:
Plato, *Republic* 360e–361b

Example 2:
Thucydides, *The History of the Peloponnesian War* 8.44.

The rules for citing books are followed when citing a modern edition of a classical work, whether it is a specific edition, translation, or by page number.

<u>Example 3:</u>
Propertius, *Elegies*, ed. and trans. G. P. Goold, Loeb Classical Library 18 (Cambridge, MA: Harvard University Press, 1990), 45.

IN THE BIBLIOGRAPHY:

Propertius. *Elegies*. Edited and translated by G. P. Goold. Loeb Classical Library 18. Cambridge, MA: Harvard University Press, 1990.