

# ***Sound Affairs Blog***

## **Guidelines for authors**

This short guide provides instructions as to how to prepare your blog post. All submissions will undergo a basic review and language edit before final publication.

### **Files**

Please submit your file in one of the following formats: docx., .md, or .tex.

### **Formatting text**

- Submissions should be double-spaced and set in a 12-point font.
- Italicize non-English words.
- Follow U.S. spelling rules.
- Insert a blank line when starting a new paragraph.
- Do not use headings.
- Place quotation marks after punctuation.

### **Quotations**

Keep quotations to a minimum. Include quotes within double inverted commas and use indented block quotations for longer extracts.

### **Notes and References**

- Do not use footnotes; instead, employ in-text references according to the Author-Date system of [\*The Chicago Manual of Style\*](#), 16<sup>th</sup> edition.
- Include a bibliography at the end, following the same reference style.
- When explicitly referring to an author for the first time, mention both first and last name. For all subsequent references, use only the surname.

### **Illustrations**

Include at least one but no more than three illustrations. Add short explanatory captions (author, date, source) and number illustrations as Fig. 1, Fig. 2, etc.

Please provide high-resolution reproductions of illustrations in either JPG or PNG format.

### **Word count**

Blog entries should number between 1,500 and 2,000 words, excluding the bibliography and illustration captions.

### **Author Bio**

Please include a brief biographical note (maximum 50 words) at the end of your essay.

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