*Media*-N **STYLE GUIDE**

*Media*-N follows the Chicago Manual of Style. For general questions, please refer to the most recent edition of The Chicago Manual of Style, published by University of Chicago Press.

**TEMPLATE**

Use the Media-N template to prepare your manuscript. As a note, the template is set to a B5 page size - please do not change this, as it is necessary for PDF article conversion. Also, please do not change any of the headers or footers, including page numbers or issue information. This will be completed by the editorial team.

**TEXT**

Per the template, all text is single spaced. Use Times New Roman, 11 pt. font for manuscript copy, acknowledgements, and author biography. Section headings should be Helvetica, 12 pt. font, bold, and all caps. Subsections are Helvetica, 12 pt. font, and bold. There is a 20 pt. space before section headings and a 6 pt. space after.

**IMAGES**

Authors are expected to acquire permission to reproduce images. Embed images in the document according to the template format, with a resolution of at least 200dpi, but no more than 300dpi. They should be centered on the page.

**CAPTIONS**

Captions should be centered under images, and labeled and numbered consecutively, Figure 1., Figure 2., etc. Figure numbers should be underlined and followed by a period. Captions are written in Times New Roman 11 pt., bold, and italicized font. Captions should have the following information, in this order (where applicable): Figure number. Artist Name, Title, date, medium, dimensions, permissions.

**LISTS and TABLES**

Tables should be centered. Table captions are above the tables and formatted as Table 1, Table 2, etc. Table numbers should be underlined and followed by a period. Table captions are in Times New Roman 11 pt. font and are bold and italicized and left justified. Lists are indented and use Roman numerals:

1. One
2. Two
3. Three

**APPENDIX**

If there is more than one Appendix, label them “Appendix A,” “Appendix B,” and so forth, following the guidelines for text and section headings above.