

## FOLIO style sheet

**Please make sure the final version sent to the assistant editor meets the following criteria:**

- Word document attachment
- No page numbers
- Font: Times New Roman 12
- Spacing: 1,5
- Margins: 2,5 cm
- Main text and Works Cited should be justified
- Quotation marks: double [“ ”]
- TV/film quotations: followed by running times in brackets
- Works Cited: after the main body (on the same page) & include all the works you cited, as the very name suggests
- Images: make sure you have cleared the copyright before sending the images to us
- use British or American spelling, just be consistent
- do not indent the first paragraph of the text (or subsection if you use headings)
- indent subsequent paragraphs (standard 1,2 cm/tab) and do not add spaces between the paragraphs
- if you use headings, write them in bold; do not number them
- follow [the latest MLA rules](#) for in-text citations and the list of Works Cited and capitalise all main words in the entries
- for online sources, provide plain URLs, not links (= no https://)
- use block quotations sparingly – engage with the quotation rather than just report it; the indentation is the same as the indentation for a new paragraph but on both sides; the punctuation at the end of the block quotation goes before the citation, which is included on the last line of the block quotation
- when introducing quotations, follow [these rules](#)
- if the quotation contains a phrase in italics, indicate if it is original or added, e.g. (Smith 123; added emphasis) or (Smith 987; original emphasis)
- do not add sentence punctuation to the in-text quotations
- when using ellipsis, do not insert it into brackets
- try to avoid footnotes; if you use them, place the reference after the full stop ending the sentence
- use an en dash instead of a hyphen for page numbers and time limits and provide complete numbers, e.g. 111–128 (not 111–28 or 111-128; [more here](#))
- when formatting the first page, follow this layout:

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**Title**

Name Surname  
BA/MA student

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[Thank you!](#)