

Instructions for Authors

Sample Chicago Style Paper (16th ed.)

[Chicago papers start with a title page. The title of the paper should be 1/3 of the way down the page and centered. If there is a title and subtitle, the two should be on different lines, separated by a colon.]

Social Media Influence Campaigns:
The Application of XYZ Toolset to Twitter Use in Ukraine

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Abstract: The abstract should summarize the contents of the paper in 40 and 100 words. It should be italicized and be no longer than 100 words. The aim is to provide a concise overview of your paper.

Keywords: Information Management, Information Operations, Perception Management (Two blank, 12-pt TNR lines should separate the Keywords section from the Introduction.) Include a (horizontal) list of Keywords contained in your article.

The text should adhere to the following format:

- Submissions should be made in Microsoft Word, using Times New Roman 12-pt font.
- Margins should be set at 2.54 cm (1 in.) on top, bottom, left, and right.
- Justify right and left margins.
- Use double spacing. (Do not use the “Before” and “After” functions available under “Paragraph”> “Indents and Spacing” except to insert a 3-pt space between figures, tables, and charts and their labels.

- The Title of the Paper on the first page should be in TNR 14-Pt Font, Bold typeface. It should use upper- and lower-case letters, and it should be centered.

- Leave 2 (12-pt) blank lines after the title of the paper.
- The next line of text (Times New Roman 12 pt) should contain author’s(s’) name(s).
- Affiliations should be just below each author’s name.
- Multiple authors will be listed in the same fashion separated by one blank line.
- Date of submission will be listed below the last author’s affiliation separated from the last author by one blank space.

Additional Information

As papers are published both in a hard-copy format and online, please do not use auto-formatting or any other style. Please adhere to the style as specified; variation may mean your article is not included for publication. Also, if you use a bibliographic tool to prepare your list of references, please turn that field off before you submit your article.

Length of papers

- Papers (title, abstract, main text) should normally not exceed 6000 words in length.
- Longer papers may be rejected. Font
- Times New Roman, 12 pt, single spaced.
- Only use “double quotation marks” for “actual quotes from other texts”; use ‘single quotes’ to ‘highlight’ expressions; italicise words in languages other than English.

Layout

- Margins should be set at 2.54 cm (1 in.) on top, bottom, left, and right.

- All regular text is to be left and right justified. Graphics (tables, diagrams, figures, etc.) and their labels should be centered.

- Paragraphs should have a single 12-pt blank line between them.
- New sections should have a single 12-pt blank line between them.
- Leave a single 12-pt blank line before figures and tables; leave a single 3-pt blank line before the label for the table or figure; leave a single 12-pt blank line between the label and the text of the paper that follows the figure or table.

- Do not number sections.
- Do not use footers or headers (for other than page numbers)
- Do not use Style.
- Do not use borders/shading.
- Do not use footnotes.
- Do not use abbreviations such as ‘e.g.’ (use, instead, ‘for example’) or ‘i.e.’ (use, instead, ‘that is’).
- Do not shorten words; for example, ‘don’t’ should be ‘do not’.
- In short, keep all formatting to the simplest form.

Diagrams

- Use exhibits (tables, figures, diagrams, illustrations) only where necessary.
- Each reference to an exhibit should use bold for the type of graphic and number: ‘Figure 1 represents . . .’.
- Exhibit attachments should include a number and brief description in Times New Roman 10 pt, such as ‘Figure 1: Web portal development analysis’.
- This identification should appear below the actual exhibit.
- From the “Home” tab, select “Paragraph”; select “Indents and Spacing”. Set “Before” to 3 pt.
- Do not forget to label all exhibits.
- Make sure that exhibits will print clearly in black and white.
- Please ensure exhibits can be resized.
- Please do not include scanned images from other publications.
- Secure permission to include any images generated and/or published by others.

Authors’ Responsibilities & Copyright

Authors are expected to ensure the accuracy of their papers. The publisher accepts no responsibility for statements made by authors in written papers. Where relevant, authors are to ensure that the contents of their papers are cleared for publication by, for example, their employer, their client, the funding organization, and/or the copyright owner of any material which is reproduced. Authors retain the copyright of their papers.

Publication

The editors and/or reviewers reserve the right to refer papers back to authors for correction or editing before publication. Submission Details Submissions should be made via e-mail to Elena Brigham (elena@armisteadtec.com). Questions, comments, and concerns should be addressed to Marla Weitzman (marla@armisteadtec.com) or jiw@armisteadtec.com.

File types

Please submit your paper as a Microsoft Word file.

Files to send

Unless asked to do otherwise, please send only the following files:

1. Final paper prepared according to the specifications listed in the Author Instructions.
2. Author Declaration Form, which appears on the last page of the Author Instructions.
3. A short biography (of a few sentences) for each author.
4. A photo of each author that can be resized to 401 x 401 pixels, if necessary. Questions

Publication or other general questions should be directed to Marla Weitzman

(Marla@armisteadtec.com), Elena Brigham (elena@armisteadtec.com), and Leigh Armistead (leigh@armisteadtec.com) or jiw@armisteadtec.com.

In a Chicago Style paper, there are no headings or subheadings, and there is no need to write the title at the top of the page since there is already a title page. As with most papers, Chicago papers should be written in third-person except when using quotes. Avoid using first-person (I, me, our) or second person language (you) and substitute those words with third-person language (One might think...). Chicago papers should be written with 12-point, Times New Roman font and should be double spaced. Margins should be one inch on each side, and the first sentence of each new paragraph should be indented a half inch.

Chicago papers do not use in-text citations, but instead use either footnotes or endnotes.¹ When inserting a footnote, one should make sure the number for the footnote directly follows the period, and is a regular number (1,2,3...) as opposed to a roman numeral (i,ii,iii).² For more information on how to change the formatting of footnotes, consult the footnote/endnote guide sheet.³ Inserting a footnote will take you to the bottom of the page where you will write the information about the source.⁴ The footnotes and endnotes resemble bibliographic entries, but the formatting is different. Consult the footnote/endnote guide sheet for more information about how to format different types of footnotes.

The first footnote is an example of a book written in correct footnote format. A full footnote is only necessary the first time a source is used in the paper. After that, a shortened form may be used as shown in example 2.

If the same source is used for two or more consecutive footnotes and only the page number differs, one can simply write “Ibid” followed by a period, comma, space, the page

¹ Robert Baratheon, *Account of the Conquest of the Southern Kingdom* (New York: Penguin, 1996), 99-100.

² Baratheon, *Account of the Conquest*, 55.

³ *Ibid*, 443.

⁴ *Ibid*

number, and another period. If two or more consecutive footnotes have both source and page number in common, one can simply write Ibid followed by a period.

When quoting something in your Chicago paper, you can simply “use regular in-sentence quotation marks,” so long as your quote is three lines long or less. If your direct quote is four lines or more you will need to use a block quote. The sentence before a block quote should end with a colon, and there should be one space between this sentence and the block quote itself:

A block quote should be one space below the previous sentence, however the block quote itself should be single spaced. There should be no quotation marks put around the block quote, as the fact that it is in this format already implies that it is a quote. The entire block quote should be indented.⁵

There should also be one line between the end of the block quote and the continuation of the paper. After that one space one can carry on writing the paragraph. To format your block quotation, simply highlight the section you would like to set off as a block quotation, right click, choose “Paragraph,” and from there you will be able to change the spacing and indentation.

As Chicago papers do not have headings or subheadings, your conclusion need not be sectioned off in any special way. It will simply be the last paragraph in your paper, where you will give a summary of your main ideas. Make sure that your conclusion does not contain any new ideas; a conclusion should simply be the wrap up in which you review the ideas you talked about in your paper, and essentially reiterate the ideas of your thesis statement.

⁵ Ibid

Notes

Other examples of properly formatted footnotes:

⁷ Taylor Jones and Mark Nutt, *Winning Drive: The Truth Behind Olympic Gold* (Berkeley: University of California Press, 2002), 420. (Book with Multiple Authors)

⁸ Flynt Cole, "The American Fascination with International Espionage," in *The Rise and Fall of Cold War Popular Culture*, ed. Michael Jones (Cambridge: Cambridge University Press, 2006), 55-56. (Chapter in an Edited Work)

⁹ John Smith, "Time and Relative Dimensions in Space," *Journal of Astrophysics* 283, no. 5 (2000): 597. (Journal Article)

¹⁰ Gavin Free, "What is Game Night? How Electronic Media is Contributing to the Degradation of Traditional Family Values," *New York Times*, January 12, 2008, 67. (Newspaper Article)

¹¹ Angela Watercutter, "Feminist Take on Games Draws Crude Ridicule, Massive Support," *Wired*, last modified June 14, 2012, <http://www.wired.com/underwire/2012/06/anita-sarkeesian-feminist-games/>. (Article from a Website)

Note that Microsoft Word may not always format in the correct Chicago Style and the author is responsible for ensuring that formatting follows this example.

Bibliography

- Baratheon, Robert. *Account of the Conquest of the Southern Kingdom*. New York: Penguin, 1996. (Book)
- Cole, Flynt. "The American Fascination with International Espionage." In *The Rise and Fall of Cold War Popular Culture*, edited by Michael Jones, 50-100. Cambridge: Cambridge University Press, 2006. (Chapter in an Edited Work)
- Gavin Free, "What is Game Night? How Electronic Media is Contributing to the Degradation of Traditional Family Values." *New York Times*. January 12, 2008, 67. (Newspaper Article)
- Jones, Taylor and Mark Nutt. *Winning Drive: The Truth Behind Olympic Gold*. Berkeley: University of California Press, 2002. (Book with Multiple Authors)
- Smith, John. "Time and Relative Dimensions in Space." *Journal of Astrophysics* 283, no. 5 (2000): 597-630. (Journal Article)
- Watercutter, Angela. "Feminist Take on Games Draws Crude Ridicule, Massive Support." *Wired*. Last modified June 14, 2012. <http://www.wired.com/underwire/2012/06/anita-sarkeesian-feminist-games/>. (Web Article)

Whether you use footnotes or endnotes, the paper will still need an additional bibliography on its own page at the end of the paper. Each citation should be single spaced with one line in between each entry. Each citation should have a hanging indent (highlight the citation, right click, choose paragraph, change indentation to 'hanging') and citations should be in order by author last name. Also make sure to note the fact that bibliography citations are formatted differently than footnote/endnote citations. Snow 6