

#### ORINATION

Static accepts text based entries in RICH TEXT (.rtf)  
or MS Word (.doc) format.

#### STYLE

For reasons of transparency, Static endeavours to publish contributions in a consistent format. To achieve this, we are asking contributors to concentrate on content and refrain from styling documents

Use one typeface only at all times. Use bold for headings and italics for titles or emphasis. Use one consistent paragraph and line spacing throughout the text. To structure your document use single or double paragraphs rather than changing paragraph style settings. Wherever possible, avoid section or page breaks. You do not need to add headers, footers or page numbers.

#### CONSISTENCY

Static is open to different reference styles and spelling conventions, as long as they are used *consistently* throughout the document.

For a range of approved style guidelines, see:

- CHICAGO MANUAL OF STYLE  
<http://www.chicagomanualofstyle.org/>
- MLA STYLE GUIDE  
<http://www.mla.org/>
- MODERN HUMANITIES RESEARCH ASSOCIATION STYLE  
<http://www.mhra.org.uk/Publications/Books/StyleGuide/>
- HARVARD (AUTHOR-DATE) STYLE  
<http://www.lib.monash.edu.au/tutorials/citing/harvard.html>

#### IMAGES

Do not place/embed images in Word documents. Provide them as separate files (jpg or tif format) and add instructions to insert images where appropriate. Place instructions in square brackets, stating the file name and, after a semi-colon, the caption: [guernica.jpg; Pablo Picasso, *Guernica*, 1937, Museo Reina Sofia, Madrid]

#### FOOTNOTES

Use Word's automatic annotation system; refrain from changing the pre-configured formats and styles for footnotes. Otherwise, add footnotes in square brackets [1] and place footnote text at the end of your document.

#### EXCEPTIONS

Static appreciates that existing documents are often heavily formatted and that certain types of contributions rely on a specific layout. Please contact the editors to discuss your requirements.