

Here is the list of the styles you should use for *Interlocutor* submissions:

I. Document Layout:

1. One-inch margins top and bottom
2. 1.25" margins left and right
3. Headers and Footers .5" from edge
4. Use **endnotes** rather than footnotes.
5. Page numbers: first page, centered bottom, subsequent pages should be at top right (View: Header/Footers. Toggle (on) the 1st-page-different button. In the box at the bottom of the first page, hit the center command and the '#' character. On subsequent pages, hit the flush right button and the '#' button.)
6. No empty paragraphs!

II. Font:

1. Use **Times New Roman** throughout
2. Your "normal" font should be 12 points.
3. **Your endnotes should also use a 12-point font.**

III. Paragraph:

1. Everything but block quotes should be double-spaced.
2. Indented paragraphs should have an invisible arrow (use **control-tab**)
3. Block quotes:
 - a. Single spaced
 - b. .5" indented **left and right**
 - c. 12 point space **after** this paragraph
 - d. No extra spacing before this paragraph.
 - e. References for block quotes should be **after** the punctuation.

IV. Headings and sub-headings

1. Major sections should employ upper case **Roman** Numerals, flush left, bold
2. Sub-sections should employ **Arabic** numerals, centered, bold