

# *Reflections*

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Reflections – format & style sheet

C S Forester Society's Reflections is made-up in Microsoft Publisher. Page size is A4 and the file has to be a multiple of 4 pages which is then exported to PDF using CutePDF with default settings and in colour.

The cover page has Reflections in 80 pt Bold Italic Times New Roman, with sub title and issue details in 18 pt Times New Roman (see above)

All other content is in Arial Narrow. The table of (main) content on the cover can be made up in font size 11-15, depending on the size and the background cover picture, so as to avoid too much picture details overlap.

article title in 20 pt

heading for editorial capitalised and in 18 pt

author name in 16 pt

article text is in 11 pt

Page footer (not on cover page) has Reflections issue number, date and page number in 12 pt Arial.

Page layout is dual column, with 3.25" column width, line break between paragraphs, but no indent. Dual column width is 6.693". One single text-only column is about 490 words.

References numbered and in brackets [2] as end notes at the end of the article

References given as: author, title, publisher (year), page number(s)

Reference to websites using the complete <http://> prefix

- Citations of text from other sources in italic: *Captain Sir Horatio Hornblower sat in his bath, regarding with distaste his legs dangling over the end.*
- Ship's names capitalised: HMS VICTORY
- Book & film titles in italic: *African Queen*

Illustrations are either 1 column or 2 column widths. Picture width for 1 column should be least 300 but preferably 600 pixels. Cover picture has aspect ratio of 1.212.