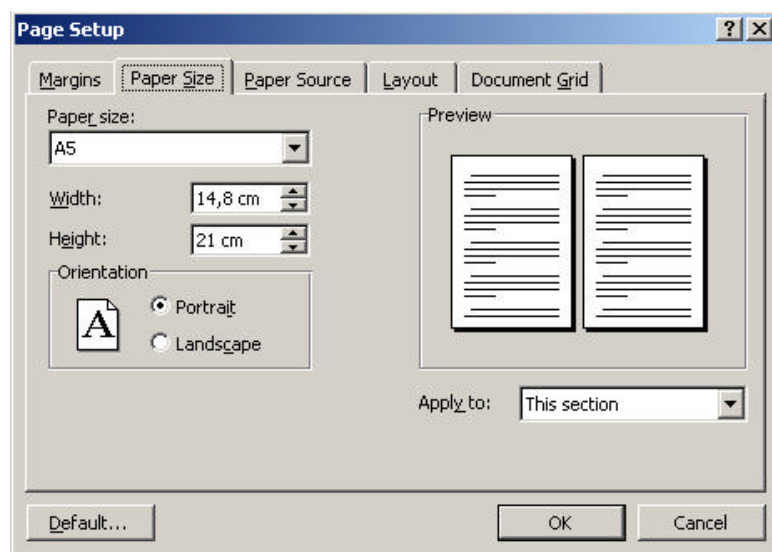


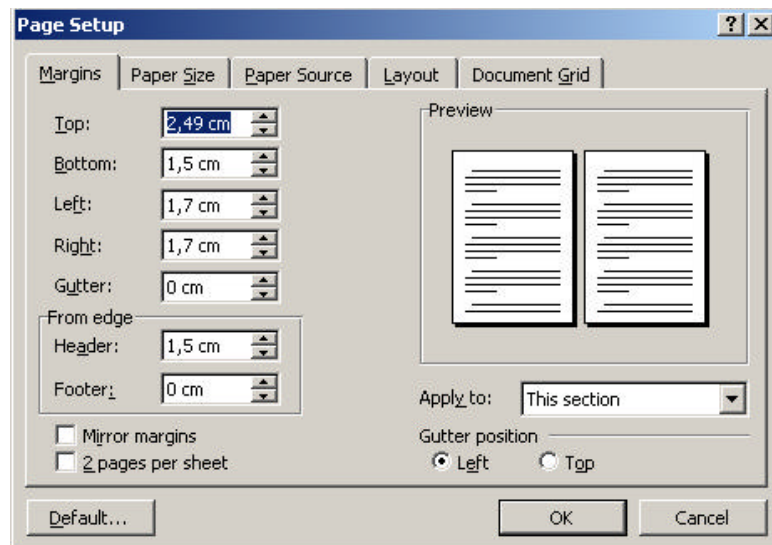
Participation and media production guidelines

Nico Carpentier & Benjamin De Cleen

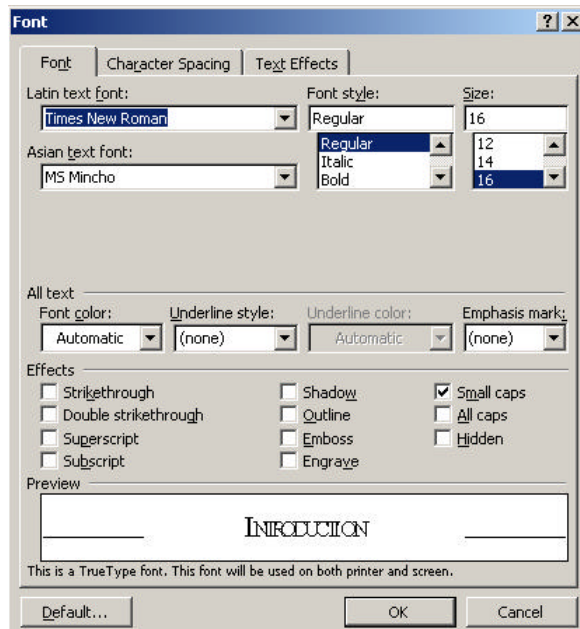
1. Chapter size: **4000 words** (references and bio excluded (see 9))
2. References: The referencing system you use should comply with the **Chicago Manual of Style**.
3. Document set-up:
 - The paper size is A5 (the full physical page size including all margins is 14,8 cm x 21 cm).



- The margins of this documents are 2,49 cm for the top margin, 1,5cm for the bottom margin, and 1,7 cm for the left and right margin. Please put the header at 1,5 cm from the edge.



- Use **Times New Roman**: 10 pts fonts for the main text and all additional parts except endnotes and index (where you should use 9pts), and chapter headings (where you should use 16pts). All text should be **single-spaced**.
- For the main title and author name: **Times New Roman**, 16 pts font and Small caps. For the title do not use bold or italic.



- Subheadings within chapters: For A-level subheadings, use 12pts, in bold. Center the title. Leave two empty lines before, and one empty line after the subheading. For B-level subheadings, use 11pts in bold. Again, center the text and leave two empty lines before and one empty line after the subheading. Make sure all empty lines are 10pt.
- **Indent** the first line of each paragraph by 5mm.
- Indent quoted texts of greater than 2 lines or other texts which you think should stand out by 5 millimetres from both sides, and leave one line spaces between the top line and main text as well as between the bottom line and main text; and use 9 pts for all such text.
- Use **double quotation** marks for all cases (including single words) except for quotes within quotes.
- When using m-dashes, do not leave any spaces before or after the m-dash, e.g. trying to be—assuming it works—some kind of nobility... Also, do not use m-dashes with other sorts of dashes.

4. Notes: Place them at the end of the chapter, before the references. Head this section "Notes" (font size: 12pt) and leave 3 empty lines (font size: 10pt) between the heading and the main text. Make sure that there is no indent in either the first line of each note or in the remaining lines. Use font size 9pts for the text of the notes.

5. References: Place them at the end of the chapter. Head this section "Works Cited " (font size: 12pt) and leave 3 empty lines (font size: 10pt) between the heading and the main text. Make sure that there is no indent in either the first

line of each note or in the remaining lines. Use font size 10pts for the references.

6. Page numbers: Number your pages with font size 9pts. For even pages place the number flush left, while for odd number pages, flush right.

7. Images: It is recommended that you use TIFF files for producing images or photographs, and EPS files for vector graphics (illustrations). All images including photographs must be included in the main Word or other files submitted. Take into account the size of CSP pages when including images. Your image will have to be resized if it is too large, and this can prove problematic in certain cases. Call your pictures or illustrations Fig. X-3 or Ex. X-3. The X refers to the chapter number (which I will add) and the second to the illustration or image number within the chapter.

8. Tables: It is recommended that you use some sort of background colour like light grey for the title row or column of a table, and ensure that the text of titles is in bold. This can be achieved by clicking on the relevant cells of your table, and then clicking on Table, Table Properties, Borders and Shading, and then selecting a colour (preferably 20%-grey). Do not use different types of formatting for different rows or columns unless you would like to differentiate between headings and body text. Entitle your table in the same way that you entitled your image. E.g. Table X-2 for the second table in chapter X.

9. To be added in a separate file:

- List of Illustrations
- List of Tables
- List of words that should absolutely be added to the index (no need to be complete)
- A 200 words biography, including e-mail address, for the List of contributors