

**Formatting Instructions**

**XENOPHON PAPERS**

**Format and Type**: Consistency in format is important. Please follow the prepopulated instructions for font type, margins, etc.

**Paragraphs**

* Calibri 12, regular, justified
* Single-line spacing
* No indent
* Spacing between paragraphs: 6 before, 6 after

**Do not forget to number pages and to include contents**

**Main title**

* Calibri 24, bold, centred, font colour: black

**Author(s)** **First Name, Surname**

* Calibri 12, bold, italics, justified, font colour: black

**Author’s/Authors’ capacity**

* Calibri 12, italics, justified, font colour: black

**Chapters’ Titles** *(Each Chapter may be written by one author or by a group of authors)*

* Calibri 26, bold, left-aligned, font colour: black, paragraph spacing: 6 before, 0 after
* Capitalise the first letter of every word in titles and subtitles

**Subtitles**

* Calibri 14, bold, left-aligned, font colour: black, paragraph spacing: 6 before, 0 after

**Sub-Subtitles**

* Calibri 12, bold, left-aligned, font colour: black, paragraph spacing: 6 before, 0 after

**Footnotes**

* Calibri 10, regular, justified
* Use the Chicago Manual of Style

**Abstract (necessary)**

* The abstract must be placed at the beginning of the first page, following the author
* The title “Abstract”should appear in: Calibri 14, bold, left-aligned, above the body of the abstract
* The body of the abstract should appear in Calibri 12, regular, justified, single-line spacing, no indent, spacing between paragraphs: 6 before, 6 after
* The abstract should be no more than 200 words in length

**Keywords (necessary)**

* The title “Keywords”should appearin:Calibri 14, bold, left-aligned
* The keywords: Calibri 12, regular, justified, paragraph spacing: 6 before, 6 after

**Numbers**

* Spell out numbers one through nine. Use figures for numbers 10 and greater
* Spell out numbers that begin a sentence
* In tables and text containing four-digit figures or more, use a comma, e.g., 1,276; 10,416; 115,000.
* Form the plural of numbers by adding an “s,” e.g., in the 1990s

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