

The logo consists of a stylized 'B' shape formed by two overlapping triangles, one dark grey and one light grey, pointing towards each other. To the right of this graphic, the words 'BRIEF' and 'ENCOUNTERS' are stacked vertically in a large, bold, black, sans-serif font.

BRIEF ENCOUNTERS

Style Guide

General Text

- 1-inch margin on all sides (including footnotes and bibliography)
- Times New Roman font (including title, subheadings, quotes and bibliography)
- British English spelling (i.e. colour vs. color, capitalise vs. capitalize)
- Pages are numbered sequentially throughout the articles, included on the bottom right of each page

Title

- 14-point Times New Roman font
- In bold
- Not underlined
- Centred
- If longer than one line, the break(s) in the title should not leave a preposition or conjunction at the end of the line
- If longer than one line, it should be single-spaced
- Two lines between end of title and opening quote/start of text

Opening Quotes

- Centred
- Single-spaced
- Two lines between end of quotes and start of text

Main body of Text

- 12-point
- Double spaced
- Left justified
- Block quotes (i.e. five or more lines long) – should be extracted, double indented on both sides one-half inch from left margin, and single spaced
- Subtitles in bold (not underlined)

Paragraphs

- Indented
- No extra spaces between paragraphs – double spacing only. Extra space after paragraph only permitted before a subheading
- Paragraphs of reasonable length
- To indicate a change of subject without using a subhead, type “<break>” on a line by itself

References

- All references follow MHRA format (footnotes and bibliography)
- All citations in consistent format
- All references cited in bibliography

Footnotes

- 10-point
- No endnotes, all footnotes
- One space between numeral and beginning of footnote (not indented)
- Single-spaced
- Full stop at end of each footnote

Bibliography

- On own page (page break before bibliography begins)
- Title - centred
- Title - 14-point
- Alphabetised
- Double spaced
- No full stops after bibliographic entry