

## MUSE STYLE GUIDE

The Muse Team proofs articles in Word, so submissions to the Muse should be in documents, such as MS Word or a .pdf. Please do not send an article as an email. Formatting a Word document created by cutting and pasting text from an email can be a real challenge.

### FONT

The Muse uses Palatino (or Palatino linotype on a PC) font size 14 for all of its articles.

### LAYOUT

- The title is in bold followed by the author's name:
- **The Rural Gardener**  
Isabel Tipton
- This is followed by two line returns.
- The first paragraph starts at the left margin, the second and all subsequent paragraphs are indented one tab.
- There are no extra line returns between paragraphs.
- There is only one space between a full-stop and the next sentence.
- Double quotation marks should only be used for an actual quotation with the name of the person or article being quoted. Single quotation marks are only used if required within the quoted material; e.g., "What I mean," she said, "was that the 'sheep' was actually a wolf in sheep's clothing."
- For titles of works, movies, books, etc., italics should be used and not bolding or capital letters. Poems, television, internet shows, short stories, etc., should be in quotation marks.
- Numbers ten and under should be in text (e.g., 8 should be eight); numbers 11 and over should be written as numerals.
- Do not use fractions to report approximate length of time, e.g., "1/2 an hour." Instead, use "half an hour" or "half a day." For specific times, such as appointments, specify the time in minutes, e.g., "30 minutes," "90 minutes," or "one hour." British/Canadian spelling should be used (e.g., favour rather than favor). The *Muse* team uses the *Concise Canadian Oxford Dictionary* for reference.

- Generally speaking, no bolding or italics (other than for titles) in the body of the article.
- Dates are set out without endings (e.g., April 10 rather than April 10<sup>th</sup>).
- Ampersands should not be used to replace “and” other than in legal or official names. Times are set out as follows: 1:00–4:00 pm. No periods between am and pm.
- Telephone numbers should appear as 250-XXX-XXXX. The 250 (or 778, etc.) should not be in brackets as it is an integral part of the number.

### **PHOTOGRAPHS/GRAPHICS**

- files should be as large as possible, but a minimum of 500K in size. If smaller we may not be able to use them;
- photographs should be sent as separate files and not embedded within a document;
- photographs should be accompanied by a suggested caption, with people in the photograph identified, and a photo credit (the name of the photographer).