

**TYPEFACE AND FORMATTING REQUIREMENTS**

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The formatting guidelines for the Journal of the Copyright Society are based on traditions of the Journal, along with standard journal practices. Note: each journal follows a bit of their own decisions on formatting, which unlike Bluebooking, has not been standardized.

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*I. HEADERS ON ALL DOCUMENTS*

Headers should be alternating for different pages. All works begin on an odd page number.

**Odd pages:** Short title of the article centered, page numbers on right

**Even:** page numbers on left, [volume] J. Copyright Soc’y centered

**A horizontal line** runs the full length of the header.

Page numbers on outside.

**Text and numbers:** 9 point, Times New Roman, **line spacing .5**

*II. TITLE*

Titles are centered in all caps and bold.

by (italics, no cap) appears on the second line followed by authors in alphabetical order in SmallCaps. A numbered footnote follows (we do not use asterisks or other non-numeric system).

All of this is in 10 Times New Roman

*III. TEXT*

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<sup>1</sup> Bio of author here.

**For text:** 10 point Times New Roman, single spaced. Indent first paragraph .25

**For quotes:** 9 point Times New Roman, block quote .25 indent on each side.

**For lists:** 9 point Times New Roman, block quote .25 indent

**For footnotes:** 9 point Times New Roman, single spaced. No indenting.

**Line Spacing throughout the document (except header):** Single Space

**8 ½ x 11 margin settings:**

Top: .25

Bottom: 2.75

Left and Right: 1.75 each

#### *IV. DOCUMENT HEADINGS*

I. *HEADING ONE* (all caps, italics, 10 point Times New Roman, no indenting)

A. *Subheading heading* (Italics, 10 point Times New Roman, no indenting)

1. Subheading (no italics, 10 point Times New Roman, indent .25 for number and .50 for text)
  - a. Subheading (no italics, 10 point Times New Roman, indent .50 for number and .75 for text)
    - i. Subheading (no italics, 10 point Times New Roman, indent .75 for number and 1.0 for text)

Note: we do not do any further headings beyond these.

#### *V. VISUAL MATERIALS AND CAPTIONS*

Visual materials, including images, tables, and charts are centered. They must not be wider than 3 inches for images, and no wider than the width of the text for charts and tables. Visual materials may be color, but for printing purposes may be changed to greyscale.

Captions for all visual materials must be on the same page as the visual material, and are **centered, 9 point Times New Roman, italics, with case names not italicized**. If more information is required, a footnote should be added at the end of the caption.

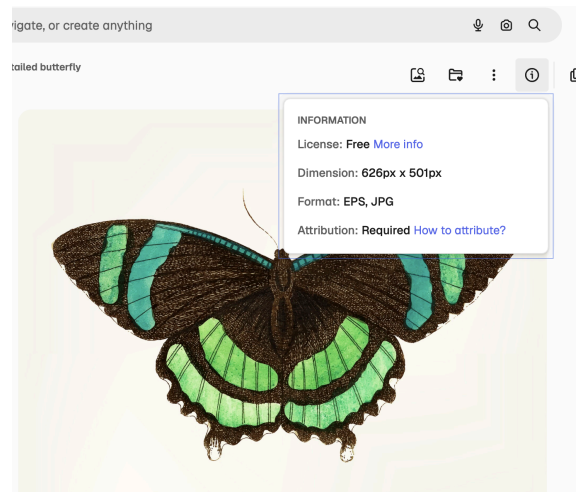


Figure 1: An image of a butterfly with further information.<sup>2</sup>

## VI. FORMATTING FOR INTERVIEWS AND PANELS THAT BEGAN AS NON-TEXTUAL

Transcripts from audiovisual materials have the following requirements:

**Text:** 10 point Times New Roman.

**Format:** Each speaker's name appears in full every time the person speaks, followed by a colon. The name is bolded and indented .25. There are no line spaces between speakers.

**Elizabeth Townsend Gard:** Here is something to talk about. Why do you think dogs bark so much?

**Sarita Steinberg:** Yes, I think that is an important thing to talk about.

**Elizabeth Townsend Gard:** Me too.

**Footnotes:** Footnotes are added to transcripts with the same requirements of traditional text-based works, including informational, factual, and someone else's opinion. They follow the same rules as text-based works.

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<sup>2</sup> Citation here related to the image