

## | Author Guidelines - Sound Affairs blog

This short guide provides instructions as to how to prepare your blog post. All submissions will undergo a basic review and language edit before final publication.

### | Files

Please submit your document in a markdown format.

### | Formatting text

- Italicize non-English words.
- Follow U.S. spelling rules.
- Insert a blank line when starting a new paragraph.
- Add a few headings to improve readability on the web.
- Place quotation marks after punctuation.

### | Quotations

Keep quotations to a minimum. Include quotes within double inverted commas and use indented block quotations for longer extracts.

### | Notes and References

- Do not use footnotes; instead, employ in-text references according to the Author-Date system of The Chicago Manual of Style, 16th edition.
- Include a bibliography at the end, following the same reference style.
- When explicitly referring to an author for the first time, mention both first and last name. For all subsequent references, use only the surname.

### | Illustrations

- Include at least one but no more than three illustrations. Add short explanatory captions (author, date, source).
- Please provide high-resolution reproductions of illustrations in either JPG or PNG format.

### | Word count

Blog entries should number between 1,500 and 2,000 words, excluding the bibliography and illustration captions.

### | Author Bio

Please include a brief biographical note (maximum 50 words) at the end of your essay.