

## *The Mallard* Style Guide.



Dear contributor,

Thank you for your interest in submitting an article to *The Mallard*; while we are always happy to work with authors to improve their skills whilst offering them a platform, we do have some requirements for the submission of potential articles.

### General Requirements.

1. Document: Send all articles in a Word Document.
2. Title: Use the format “Article Title | Author Name”.
3. Body: Size 12 Font Type, in Times New Roman.
4. Links: Links ought to be hyperlinked.
5. Images: Images ought to be attached to the email, named in the format “Owner, Source” (e.g. The Mallard, Flickr).
6. Media: Non-image media (e.g. tweets) ought to be included in their html format in their desired place in the document.

### Body Requirements.

1. When discussing an individual, they ought to be given their full name first (e.g. Boris Johnson) and thereafter referred to by their surname (title is optional) (e.g. (Mr.) Johnson).
2. All institutions ought to be capitalised (e.g. The Church of England).
3. Dates shall be written in the format “DD Month” (e.g. 21<sup>st</sup> June), with the year if appropriate.
4. All numbers that are not dates or percentages ought to be written *up to and including twenty* (e.g. thirteen), but numbers *above twenty* ought to be numerated (e.g. 21).

Thank you for submitting; I look forward to reading.

Jake Scott

*Editor*