# CLS working paper series

Style guide

Last updated May 2016

**Font:** Arial.

**Point size:** Body copy = point size 11

Main chapter titles = point size 22 (1, 2, 3 etc).

Heading 1 = point size 16 (1.1, 1.2, 1.3; 2.1, 2.2, 2.3 etc).

Heading 2 = point size 13 (1.1.1, 1.1.2 etc).

**Colour:** Black

**Margins:** Left and right = 3.17, top and bottom = 2.54.

**Tabs:** Ensure these are consistent throughout the document.

**Alignment:** Left aligned, right-hand ragged (i.e. not justified).

**Line spacing:** Multiple spacing – 1.1

**Spaces:** Use only one space after full stops.

**Titles:** First letter capitalised, others words all lower case (unless grammatically necessary e.g. name of a country).

Main titles – bold (as above)

Sub headings (i.e. not numbered) – italicised.

Avoid underlining as this may be mistaken for a hyperlink.

**Paragraphs:** Use two hard returns at the end of a paragraph. Do not indent new paragraphs.

**Page numbering:** Page numbers should be in the middle of the page in the same font and point size as the main text (Arial 11). Prelims should be numbered i, ii, iii, iv etc. Main text should be 1, 2, 3 etc.

**Title page** (see example overleaf)

[Title]

By [Author]

Centre for Longitudinal Studies  
Working paper 2015/[NUMBER]

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