

SUP Editorial Formats

The sup_editorialA5 Word template is set up with SUP's preferred fonts and sizes for text, headings and margins. Paragraphs are justified.

Fonts

The standard font for SUP works is Garamond.

Normal text	10.5pt
Heading1	16pt Garamond
Heading2	11pt Arial Bold
<u>Heading3</u>	<u>12pt underline Garamond</u>

Margins

Left and right margins 25.4mm and 18mm (mirrored)

Top and bottom margins 24mm

Headers and footers 12.5mm

References

Footnotes and endnotes should use Arabic numbers – 1,2,3

Using sup_editorialA5.dot

Save the DOT file into the directory where your Word templates are located. Choose File-New from the Word menu and choose sup_editorial as your template. You can then begin to enter your work.