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Print-Formatted PDFs (serif type): Template and Files

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If you expect your document to be printed out to be read on paper, then use this template/format.

It creates a two-page spread that looks like a xerox of a traditional scholarly journal article. The layout fits on a single screen (of 1024 x 768 pixels) at 75% magnification, with type that is marginally readable. The blank file and template both include design and typographic settings to accommodate common text elements: headings, subtitles, extracts, etc. The font is **Palatino Linotype**, set single-spaced. The basic text size is 11-point. It is a *serif* font, which suggests a more traditional approach or style than *sans serif*. The overall design is “left aligned” – all titles, subtitles, headings, etc. are lined up on the left margin. Paragraphs are justified, for easier reading; titles, headings, references, captions, and endnotes are not justified.

For documents to be read **onscreen**, see the templates for Onscreen Serif or Onscreen SansSerif. They use larger type sizes, and are more readable at 75% magnification.

The two files attached to this documents are:

Print Serif file.doc = a blank MS Word file with these page and type specifications already loaded. Enter (or paste) your text into this file and Save under a new name.

Print Serif template.dot = an MS Word template; store and use this to create a new blank document. Templates are generally stored in a folder in Program Files > Microsoft Office > Templates

What follows are sample pages and specifications for the type, margins, settings, etc.



Lorem Ipsum [title]

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[subtitle]

Marcus T. Cicero, Senatus populusque Romani [author]

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Heading 3

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The Twentieth Century inherited the Remington Typewriter, a marvel of mechanical achievement, but bequeaths to its successor the improved PDF file. [Caption]

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- [References/Bibliography style]

Design Specifications

Page:

Size = 5.5 x 8.5 inches, 2 pages per sheet
Text Block = 3.9" x 6.7" (or 23.4 x 40.2 picas)
32 lines per page

Margins:

Top (to header) = .5"
Top (to text block) = .8"
Bottom (from footer/Page Number) = .5"
Bottom (from text block) = 1"
Left = .8"
Gutter = .8" (= .4" each side)
Right = .8"

Type:

Abstract: Type = Palatino Linotype, 9 point; alignment = Justified
Author: Type = Palatino Linotype, 11 point; alignment = Left; 12 points space after
Block Text: Type = Palatino Linotype, 11 point; alignment = Justified; left & right margins indent .25"; no paragraph indent. *Suggest using 1 blank line before and after (unless followed by heading, page break, etc.).*
Body Text: Type = Palatino Linotype, 11 point; alignment = Justified; first line indent = .25"
Caption: Type = Palatino Linotype italic, 10 point; alignment = Left; 12 points space after
Endnote Text: Type = Palatino Linotype, 10 point; alignment = Left; first line indent = .25"; 6 points space after
First Text Paragraph: Type = Palatino Linotype, 11 point; alignment = Justified; no paragraph indent
Footer: not used in this design; see **Page Number**
Header: Type = Palatino Linotype, 9 point; alignment = Left (for odd pages), = Right (for even pages)

Heading 1: Type = Palatino Linotype bold, 16 point; alignment = Left; 18 points space before, 6 points space after
Heading 2: Type = Palatino Linotype, bold italic, 13 point; alignment = Left; 12 points space before, 6 points space after
Heading 3: Type = Palatino Linotype, bold, 11 point; alignment = Left; 12 points space before
Illustration: alignment = Left; 12 points space before, 6 points space after
Normal: Type = Palatino Linotype, 11 point; alignment = Left. *All other type specs depend on this style; changing it (to Times Roman, for example) will change all Palatino Linotype type to the new font.*
Page Number: Type = Palatino Linotype, 10 point; alignment = Centered (bottom of page)
References/Bibliography: Type = Palatino Linotype, 10 point; alignment = Left; hanging indent = .25"; 6 points space after
Subtitle: Type = Palatino Linotype, italic, 16 point; alignment = Left; 12 points space after
Title: Type = Palatino Linotype, 22 point; alignment = Left; 12 points space after

MS Word file settings:

File > Page Setup > Layout
 Headers & footers: Different odd and even
 Different first page
Format > Styles and Formatting
 Show: Available styles
View > Zoom
 Two Pages
 [in magnification window on Standard toolbar]

ⁱ Pellentesque nunc orci, faucibus in, venenatis at, facilisis vehicula, erat. Nulla facilisi. Fusce quis quam sit amet magna suscipit venenatis. Quisque hendrerit est et nisl. Sed a ligula. [Endnote text]

ⁱⁱ Aenean sed metus. Phasellus eleifend massa id odio. Ut scelerisque faucibus tellus. Maecenas sed erat eget massa luctus sagittis. Vestibulum ultrices imperdiet mauris. Cras malesuada sapien.