

# Format Manual

## Journal of Deafblind Studies on Communication

### *Introduction*

In the current document, you can find a description of the lay-out requirements for the JDBSC articles. Before submitting an article to this journal, please read these requirements carefully and adjust the lay-out of your article to meet them. An example of a correct lay-out has been attached as well.

### *General Lay-Out*

The main texts should be written in lettertype *Utopia Std*, 11,5pt and line spacing 18pt. The exceptions to this are the headings. More information concerning the headings can be found in the next subsection. Furthermore, make sure every new alinea begins with one tab (not an enter), as can be seen in the example article as well. The alignment of the text should be completely filling. The first page of the article should contain the title, subtitle, authors name, abstract and keywords. The main text (usually starting with introduction) begins at the second page. At the top of every page, a page header is included. This page header should include de JDBSC name and logo and information about the volume and page numbers (see attached example). Also, the last name of the author and the title of the article should be included.

### *Headings*

The title and subtitle of the article should be written in *Utopia Std*, 21pt Bold. Underneath, the authors name should be mentioned in *Utopia Std*, 15pt. Both should be outlined in the centre. Since the other headings are all optional and differ per article, some general guidelines have been established. The headings have been divided into levels, which are as following:

Level of heading	Format
1	<b>Centered, Boldface, Uppercase and Lowercase Heading<sup>a</sup></b>
2	<b>Flush Left, Boldface, Uppercase and Lowercase Heading</b>
3	<b>Indented, boldface, lowercase paragraph heading ending with a period.<sup>b</sup></b>
4	<b><i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i></b>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

<sup>a</sup>This type of capitalization is also referred to as *title case*. <sup>b</sup>In a *lowercase paragraph heading*, the first letter of the first word is uppercase and the remaining words are lowercase.

The headings should be used in the right order (from level 1 to level 5). Note that a level 1 heading should be 14pt and the other levels should have the regular font size, 11,5pt. An example of the use of heading levels can be found in the attachment.

### *Figures and Tables*

The lay-out of the figures and tables should be set up following the APA rules. This means that both figures and tables should be outlined in the center of the page. The title and the information should be outlined in the centre (for a figure) or on the left (for a table) in a smaller lettertype (10pt). The title and information should be presented *above* the table or figure. When presenting a figure, make sure to make the title cursive and to add the information immediately after the title. When presenting a table, the title should be bold and the information should be below the title. For example:

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*Figure 1: Information.*

**Table 1**  
Information.

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### *Author's Note*

At the very end, behind the references, an author's note should be added with your information. It should be outlined on the right. We have a format for this, which is the following:

*Authors Name, Function, Department, University or Institute; Address, Country; e-mail: <example@example.com>.*



# Title: Subtitle

Author

## Abstract (Level 1)

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## Keywords (Level 1)

Keyword 1, Keyword 2, Keyword 3, Keyword 4, Keyword 5, Keyword 6, Keyword 7, Keyword 8.

## Heading (Level 1)

### Heading (Level 2)

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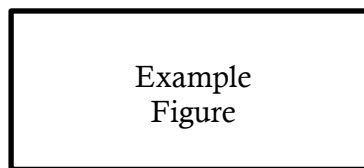
### Heading (Level 2)

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*Figure 1:* Information.



**Table 1**

*Information.*

<u>Category 1</u>	<u>Category 2</u>	<u>Category 3</u>
a	1	1
b	2	2
c	3	3

*Note:* Information.

## Heading Level 1

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## References

References.

*Authors Name, Function, Department, University or Institute; Address, Country;  
e-mail: <example@example.com>.*