Format Short Essay (Calibri; 11pt; 1,5-spaced; 1-inch margins)

***Title***

**Author:** 3-5 lines; Full name; research interests; earlier publications; academic field(s). The views contained in this article are the author’s alone and do not represent the views of [your employer].

**Abstract:** 5-7 lines; no citations

**Bottom-line-up-front:** 1-2 lines; your key take-away

**Problem statement:** 1-3 lines; Why did you write this article? Which problem(s) do you address? To be formulated as a question. *How to…?*

**So what?:** 1-3 lines; What should be done and by whom?

Your Text (up to 250 words; endnotes not included)

Endnotes

(Chicago Manual of Styles; https://www.chicagomanualofstyle.org/tools\_citationguide/citation-guide-1.html)

Examples:

(Book)

Zadie Smith, *Swing Time* (New York: Penguin Press, 2016), 315–16.

(Journal)

Susan Satterfield, “Livy and the *Pax Deum*,” *Classical Philology* 111, no. 2 (April 2016): 170.

(Thesis or Dissertation)

Cynthia Lillian Rutz, “*King Lear* and Its Folktale Analogues” (PhD diss., University of Chicago, 2013), 99–100.

(Website content)

“Privacy Policy,” Privacy & Terms, Google, last modified April 17, 2017, https://www.google.com/policies/privacy/.