



T H E
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Style Guidelines

Abstract: The article should be accompanied by an abstract, which will appear on the *CfOI* website but will not appear in the article itself. An author is strongly encouraged to draft an abstract that matches the conclusion of his article verbatim. If an abstract is not sufficient to serve as the article's conclusion, it fails to convey the necessary information; and if a conclusion is not sufficient to serve as the article's abstract, it does not summarize the article adequately.

Title: The title should normally not exceed ten words.

Author's name and bio: The author's name should appear centered under the title. A footnote appended to the author's last name should indicate the author's position, contact email, and (if desired) brief acknowledgments. Please disclose any conflict of interest (for example, your involvement in a case on which you are commenting). Do not mention degrees and qualifications or include a bibliography. Along with your manuscript, please provide a separate narrative bio of approximately 150 words that will appear under your article's abstract on the *CfOI* website. Please match the tone of the other author bios corresponding to already published articles.

Sub-divisions: Please use headings and sub-divisions (in the form Part I.A.1.a). Headings should not be declarative sentences. (Nearly any declarative sentence can be rephrased as a question, which is a permissible heading.) Citations in headings are forbidden. A section of the article may not have only one subsection (that is, if there is a Part II.A, there must also be a Part II.B, and so on).

Paragraph Spacing: Articles should be single spaced with no lines between the paragraphs. All text and footnotes should be fully justified.

Figures and Tables: All figures and tables should be numbered and titled. Please provide sources and notes, if any, for a table or figure below that table or figure.

Citations: Footnotes should be used *instead of* endnotes; they should appear in numerical order *and follow any closing punctuation*. There should be *no in-text citations*—only footnotes. All footnotes must adhere to the 20th edition of *The Harvard Bluebook*. Journals and article titles in the text should be italicized, not placed in quotation marks. Cite the *Criterion Journal on Innovation* in *Bluebook* citation style as CRITERION J. ON INNOVATION.

In the body of the text:

- Change all British spelling and grammar to American (color, not colour; “quote,” not “quote”), except in quotations that use British spelling.
- Eliminate the use of bulleted or numbered points by converting them into regular paragraphs. Numbered lists should always be in the form (1), (2), and (3).
- Use the Oxford (that is, penultimate or serial) comma, except in the footnotes when a source has multiple authors (A, B, and C; not A, B and C), and except in quotations that do not use the Oxford comma.
- Introduce authors by their title and full names the first time. Subsequently, use only their last names. In the text, exclude middle initials, but include initials in footnotes.