

Rowlandson Style Sheet

Please review your work to make sure you adhere to the following standards.

Standard pages/Removes

- Text of Removes and standard pages: 14pt Tahoma
- Titles of Removes: Centered, Caps, Bold
- Place two spaces below the final line of text (otherwise the text will be cramped at the bottom)

Annotations

- Use the “Annotation” feature from the top dropdown feature of annotations; this will open the annotation editor.
- Text of annotations: 12pt Tahoma
- If the annotation is long enough, the standard width is 300. To easily see the annotation box resize, enter “width” or “height” followed by a tab. It will resize.
- If quoting from the *Oxford English Dictionary*, use quotation marks followed by (OED). Thus: “a former British gold coin worth one pound sterling, now only minted for commemorative purposes” (OED).
- DELETE initials of the first annotators. This just clutters things up (sorry for the confusion about this).