

APPRAISAL STYLE SHEET

Please observe the following, which will make the Editor's task much easier (we have no secretarial help at all!)

1. Send all articles as e-mail attachments
2. EITHER ask for the master sheet OR open a new document, and remove all paragraph styles, and then save it as Rich Text Format (.rtf)
3. Whether you are using the downloaded master sheet or are creating a your own, please make sure that Language is set to English UK\British, and study the following paragraph styles and, if using your own mastersheet, create them on it.

(i) 'Body Single': Times New Roman 11 point, Justified, single spacing, first line indent 0.3 cm from left margin, no lines before or after paragraph. Each new paragraph will begin with an indent in the first line and so there is no need to use tabs to add indents.

To be used for all paragraphs except:

(ii) 'Indent': Times New Roman 10 point, Justified, single spacing, indent all lines 0.4 cm from Left and Right margins, half line before and after paragraph: use for longer quotations. If the quotation contains a change of paragraph then please remove the half-line spacing after the first.

(iii) 'Note': Times New Roman 10 point, Justified, single spacing, hanging indent with rest of paragraph indented 0.5cm. To be used for Footnotes and Bibliography.

(iv). 'Heading 2', for numbered sub-headings: Times New Roman 11 point, Justified, single spacing with **bold** and *italics*, for use at about every 800-1000 words, with 1/2 line-spacing above; and, if required for sub-sub-headings, 'Heading 3' — the same but with bold only.

Examples:

1. Polanyi on tacit integration.

1.1. Attending *from* and attending *to*.

(v) 'Notes': all notes are to be footnotes.

Please do not use the 'create footnote' commands:

Notes created in that way cannot be reformatted to suit another style nor can be carried over to the Continuations Page when necessary.

Indices are to be placed in the body of the text as ordinary text like this¹ and then made superscript like this¹.

The text of each note is to be composed in place at the end, using Note paragraph style thus:

1.[tab]See ...

4. For emphases please use *italics* only, and then bold for *emphases within emphases*.
5. For quotations and titles of articles, use single curly quotation marks (Alt+0145, Alt+0146) and double ones (Alt+0147, Alt+0148) for quotations within quotations.
6. Titles of books to be in italics, and of articles in single quotation marks.
7. For references to Michael Polanyi's books please use the usual abbreviations (PK, KB, etc) and do not give details of publication: they are always provided on the inside rear cover.
8. At the start of your article please add an Abstract and a list of Key Words (in alphabetical order).
9. At the end please add your name, affiliation or location (full address if you wish) and e-mail address

Thank you for your co-operation.