

PUBLICATION STANDARDS

Visual continuity is an essential component of the Juris Mentem identity. Ensuring each journal is formatted the same way helps create a brand, displays professionalism, and provides our readers with a quality experience that meets their expectations. It is standard practice for research journals to have a standard look amongst consecutive volumes. Juris Mentem is no exception.

HOW TO FORMAT:

Consistent Formatting:

Font:	Baskerville
Page Size:	6 in. x 9 in.
Top Margin:	1 in.
Bottom Margin:	1 in.
Left Margin:	0.8 in.
Right Margin:	0.8 in.

Header:

1. Centered.
2. Title case with small capitals.
 - a. Size 12 font for the first letter, and size 11 for the rest of the word).
 - b. “AMERICAN UNIVERSITY” appears on all odd pages.
 - c. “JURIS MENTEM LAW REVIEW” appears on all even pages.

Footer:

1. Centered.
2. Lowercase.
3. “[Page Number] *of* [Page Count]”
4. “*of*” is italicized.

Article Title:

1. Centered.
2. All capital letters.
3. Size 18 font.

Byline:

1. Centered.
2. Title case with small capitals.
 - a. Size 13 font for the first letter, and size 12 for the rest of the word).
3. Horizontal lines should be placed one space above the Article Title, and one space below the Byline.

Section Title:

1. Centered.
2. All capital letters.
3. Size 11 font.

Body Text:

1. Justified.
2. Size 11 font.
3. No indentation.

Footnotes:

1. Left aligned.
2. Size 10 font.

DOCUMENT ORDER:

1. Publisher/Copyright Page
2. Letter from the Editor
3. Copyright Page
4. Masthead
5. Contents
6. Article Cover (*Cover designs can be found in the Canva page*)
7. Article Text

COVER FORMATTING:

A copy of the cover design can be found in JM's Canva account. When determining the size of the cover for this edition, utilize the Amazon Kindle Direct Publishing (KDP) Cover Calculator, which can be found at: <https://kdp.amazon.com/cover-calculator>.

1. Set the cover size as the "Full Cover" measurements.
2. Download the template.
3. Paste the template into Canva
4. Lower the transparency to ensure all elements are lined up properly.

Binding Type:	Hardcover/Paperback (they are different sizes)
Interior Type:	Black & White
Paper Type:	White Paper
Page-turn Direction:	Left to Right
Measurement Units:	Inches
Interior Trim Size:	6 in. x 9 in.
Page Count:	Enter the page count.

HOW TO PUBLISH:

1. JM uses Amazon's Kindle Direct Publishing (KDP) to produce print editions of our biannual research journal.
2. Publishing is pretty straightforward.
 - a. First, log into KDP (using the JM email) and access "Your Bookshelf."
 - i. KDP can be accessed from: https://kdp.amazon.com/en_US/bookshelf
 - b. Then, create a new book.
 - i. Set up a Hardcover, then go back and repeat with a Paperback.
 - Book Title: "Juris Mentem Law Review"
 - Subtitle: "Volume #"
 - Author: "Juris" (First Name) "Mentem" (Last Name)
 - Description: "Juris Mentem," translating to "Legal Mind," is the name of American University's student-run legal studies research journal, overseen by the School of Public Affairs. Juris Mentem seeks to provide students with the opportunity to improve their legal research and writing abilities through our biannual publication. ISSN: 2993-6608
 - Publishing Right: "I own the copyright."
 - Categories: "Law (General)"
 - Print ISBN: "Assign me a free KDP ISBN"
 - Paper Type: Black and White Interior Paper

- Trim Size: 6 in. x 9 in.
 - Bleed: Bleed (yes)
 - Finish: Matte
 - c. Upload the manuscript and book cover as PDFs.
 - d. Then review the book to ensure it is formatted correctly.
 - i. If it shows errors, check to ensure you selected Bleed (this ensures that article cover pages can be printed), and uploaded the correct cover size (page count matters) in accordance with the Amazon Kindle Direct Publishing (KDP) Cover Calculator, which can be found at:
<https://kdp.amazon.com/cover-calculator>.
- 3. Finally, when setting the price, input the minimum list price.
 - a. Juris Mentem's print edition is not for profit; therefore, selecting the minimum list price will break even (based on the cost of manufacturing and shipping).
- 4. **Once published, remember to upload the complete manuscript into the American University Research Archives (AURA) for publication.**