



All handouts should be sent to [higher.education@shakespearesglobe.com](mailto:higher.education@shakespearesglobe.com) as Word documents at least one working day before your session.

This document lists how best to format any written materials to ensure they are accessible to and safeguarded for our students. Please read carefully:

- **Font:** Arial
- **Font size:** 12
- **Line spacing:** 1.5
- **Play title size:** 14 in bold, centre
- Character names in **bold**
- Stage directions in *italics*
- Avoid using ALL CAPS
- Act and scene numbers can be in normal digits or roman numerals, as long as they are the same throughout.
- Every new act and scene should start on a new page.
- It is up to you if you would like to show verse line sharing or not.\*

Please do not include your name, contact information, or any further details.

Please find an example below:

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## ***The Winter's Tale***

### **Act 1 Scene 2**

*Enter Leontes, Hermione, Mamillius, Polixenes, Camillo*

#### **Polixenes**

Nine changes of the watery star hath been  
The shepherd's note, since we have left our throne  
Without a burthen: time as long again  
Would be find up, my brother, with our thanks,  
And yet we should, for perpetuity,  
Go hence in debt. And therefore, like a cipher,  
Yet standing in rich place, I multiply  
With one 'we thank you' many thousands moe  
That go before it.

#### **Leontes**

Stay your thanks a while,  
And pay them when you part.

\*Verse line sharing version:

That go before it.

**Leontes**

Stay your thanks a while,

