

## 2010 WDA Global Dance Event – In Time Together

### Formatting Instructions for Full Paper Submissions to Conference Proceedings

For all those submitting full papers please follow the presentation and formatting instructions below. Papers that do not adhere to these instructions will not be included in the proceedings. The refereed proceedings will be double-blind reviewed and published on-line by the Department of Dance at Texas Woman's University ([www.twu.edu/soa/dance](http://www.twu.edu/soa/dance)) with support from the World Dance Alliance – Americas.

**Deadline:** For full papers to be refereed, the submission date is **Monday, December 6, 2010.**

#### Submission process:

Please submit your name, contact details (e-mail address required), and your paper as a Word document (.doc) e-mail attachment to Linda Caldwell ([lcaldwell2@twu.edu](mailto:lcaldwell2@twu.edu)). **In the subject heading of your email, put your name followed by “WDA Proceedings Submission.”** You will receive an email response confirming the receipt of your submission.

**Please note that papers may only be submitted in English and must adhere to the following requirements:**

#### Order of content:

- The body of the text (no identifying material such as name or affiliation should be included in order for the paper to be double-blind refereed)
- Diagrams and tables (optional and should be formatted to fit within the margins of the text)
- Acknowledgements (optional)
- Endnotes
- A list of references
- Photographs (optional) should be submitted already embedded in the text of the document and converted to a minimum of 300 dpi, and saved as a jpeg file. You must provide a suitable caption and acknowledgments, including the name of the photographer. No more than two photographs will be considered and those without acknowledgements will not be published.

#### Page Limit

The full paper should be between 3,000-5,000 words (including endnotes and references)

#### Margins

Right and left margins are to be 3.17 cm or 1.5 inches  
Top and bottom margins are to be 2.54 cm or 1 inch

#### Formatting

- The body of text should appear in 12 pt. Arial, single spaced.
- Please do not use headers or footers
- Section headings should be bolded
- The text should be justified (aligned to both margins)
- Leave a one-line space between paragraphs and sub-sections and do not indent

- Use single quotation marks with double quotation marks only for quotations within a quotation.  
For quotations of more than 40 words, indent via the default setting (1.25 cm or ½ inch, [5 spaces from left margin]) as a separate block of text without quotation marks. Put in 11 pt font, leaving a line space before and after the quotation.
- Names of performances, plays, films, operas, musicals, long poems, and artworks should be in italics; the titles of articles, songs, short poems, and musical pieces should be placed within single quotation marks.

### **Page Numbers**

Use Arabic numerals, e.g. 1, 2, 3 ... centered at the bottom of the page.

FORMATTING TIP:

- Click on “Insert” from the menu at the top of your screen.
- Click on “Page Numbers” and follow prompts

### **Acknowledgements**

The title Acknowledgements should be used if the author includes a brief acknowledgement statement. It should be bolded in 12 pt. Arial font.

The statement should be only two or three sentences maximum.

### **Endnotes**

- Please use endnotes, not footnotes.
- Use Arabic numerals (e.g. 1, 2, 3, etc.), not Roman numerals (e.g. i, ii, iii, etc.)
- The endnote number that appears in the text should be 12 pt. Arial superscript
- Both the number and text in the endnote section at the end of the essay should be 10 pt. Arial without superscript.
- Please ensure numbering has been switched to Arabic numerals BEFORE commencing the insertion of endnotes.

### **References**

- The References will actually be part of the last endnote. Leave a blank line between the last line of the endnote text and the title “References.”
- The title “References” should appear after the endnotes. It should be bolded in 12 pt. Arial.
- The text of the references should be 11 pt. Arial with the text justified.
- Reference indentation: first line of a citation should be aligned to left margin; use hanging indent for successive lines.
- Please use APA style as in the following examples.

See <http://owl.english.purdue.edu/owl/resource/560/01/> for more citation guidance.

#### **Book :**

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Popat, S. (2006). *Invisible connections: dance, choreography and internet communities*. London and New York: Routledge.

**Article or chapter in an edited book:**

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Cooper Albright, A. (1997). Autobody stories: Cummings and autobiography in dance. In J. Desmond (Ed.), *Meaning in motion: New cultural studies in dance* (pp. 179-206). Durham & London: Duke University Press.

**Journal article:**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages.

De Spain, K. (2000). Dance and technology: A pas de deux for post-humans. *Dance Research Journal*, 32 (1), 2-17.

**Conference Proceedings (with more than one author):**

Stevens, K., McKechnie, S., Malloch, S. & Petocz, A. (2000). Choreographic cognition: Composing time and space. *Proceedings of the 6<sup>th</sup> International Conference on Music Perception & Cognition* (pp. 1-8) UK: Keele University.

**Newspaper review, article:**

Alexander, M. (2003, December 7). The tribute that brought a tear to Hayden's eye. *Sunday Mail*, p. 13.

**Journal article from full text database**

Vessenes, P. M. (2003). The secrets of managing your time [Electronic version]. *Journal of Financial Planning*, 16 (8), 30-32.

Because online materials can potentially change URLs, APA recommends providing a Digital Object Identifier (DOI), when it is available, as opposed to the URL. DOIs are an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code. Many-but not all-publishers will provide an article's DOI on the first page of the document.

**Web document with author (on-line publication with DOI)**

Carter, Paul. (2005). Interest, the Ethics of Invention. *Speculation and Innovation: Applying Practice Led Research in the Creative Industries*. DOI number

If there is no DOI number available:

Carter, Paul. (2005). Interest, the Ethics of Invention. *Speculation and Innovation: Applying Practice Led Research in the Creative Industries*. Retrieved September 10, 2006, from [http://www.speculation2005.net/papers/Carter\\_Keynote.pdf](http://www.speculation2005.net/papers/Carter_Keynote.pdf)

**Web document with no author**

Arts Queensland, Project Grants Program. (2006). Retrieved December 10, 2006, from [http://www.arts.qld.gov.au/funding\\_info\\_new.asp](http://www.arts.qld.gov.au/funding_info_new.asp)