

WPA Conference Proceedings Style and Formatting Guide

Author Name, Institution

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Introduction

Use this guide to format your submission for the WPA Conference Proceedings. Not only does it supply instructions for formatting your submission, but it also implements the formatting requirements and can serve as a visual guide.

Because of the amount of work involved in manuscript preparation and formatting for the conference proceedings, acceptance for publication in the proceedings is contingent on you doing your part by well-formatting and well-proofreading your manuscript, much as universities require implementation of strict formatting guidelines for dissertation manuscript publication.

Manuscript File Format

Your manuscript must be submitted as a .doc file.

Maximum Document Length

These proceedings are not intended for the publication of journal length articles. Consequently, the entire word count for your document—title, author name, headings, main body copy, endnotes, captions, works cited, tables, etc.—can be no longer than 2,000 words. If you have a journal length manuscript that you want published, consider submitting to CWPA's journal, *WPA: Writing Program Administration*.

Page Size and Margins

Set your page size to normal letter size (8 ½ x 11 inches). Top and bottom margins to 1 inches; left and right to 0.8 inches.

Alternatively, you can delete out the text in this document and use it as a template. An electronic version of this file is available in the conference proceedings section of the CWPA website: <http://wpacouncil.org/conference-proceedings>.

Columns

The conference proceedings will be published in a two column format. Format your document to use two columns, with column spacing set to 0.30 inches. If you correctly set the page size and margins above, your column width for each column should read 3.35 inches. If this is not the case, review your page size and margins. Instead, you might choose to delete out the text in this document and use it as a template (see Page Size and Margins above).

Typefaces

This document uses Helvetica Neue 12 pt. and 11 pt. for headings (see examples below under Headings) and Palotino 11 pt. for body copy, with line spacing set to 16 pt for the body copy as well. While the editors do not need you to format your document using these same typefaces (we will apply font styles using InDesign during final production), this information is provided in case you would like “see” how your text will look if you adopt a similar strategy. (Windows users without these typefaces might use Verdana and Times New Roman respectively.)

Presentation Title

Place your document title at the top of the document. Because these are proceedings, the title of your document must be the same title as it included in your WPA Conference proposal. If your presentation was part of a group panel submission with multiple titles and descriptions within, use the title you included in the conference proposal for your individual presentation with your individual presentation description.

Authors

Include the author name and institution, separated by a comma, at the top of your document following the title. For multiple authors, include each on a separate line.

Important! If your original conference proposal was a joint proposal written by multiple people with only one title for a unified description of the session (e.g., a roundtable-style discussion), you must include all original presenters as authors with the manuscript proceedings submission.

If your joint conference proposal submission contained multiple presentations, each with its own title and description, then each presenter should submit their own proceedings manuscript.

Headings

Level 1 headings should appear centered as above (e.g., Headings) using upper and lower case.

Level 2 Headings

Level 2 Headings should be flush left in italics as above (e.g., Level 2 Headings) using upper and lower case.

Level 3 Headings. These headings should appear bold, in line with the paragraph that follows, using upper and lower case.

Paragraphs

DO NOT use tabs or spaces to indent your paragraphs. DO NOT skip lines between paragraphs. We will run a script during manuscript production that strips all extra spaces and tabs; consequently, your document may end up being paragraphed incorrectly.

To correctly paragraph your document, set “first line indent” in your word processor’s paragraph formatting option to 0.2 inches. This will automatically delineate a new paragraph when you enter a single line return.

Footnotes and Endnotes

DO NOT use your word processor’s insert footnote or endnote function. DO NOT use footnotes. Instead, you may use endnotes by

- Creating a new section at the end of your manuscript (but before the Works Cited) with level 1 heading labeled “Notes.”
- Insert notes in that section as a numbered list (using your word processor’s list function).
- Add a superscript in the main body of the text with the endnote number.

Citation Style and Works Cited

All in-text citations and your Works Cited should follow the most recent style and format conventions of the *MLA Handbook*, 7th ed.

Quotes

Longer pieces of cited material should be indented as block quotes, per MLA.

Bullets and Numbered Lists

Use your word processor's built in list function for generating bullets and numbered lists with the default style it provides. (See the Footnotes and Endnotes section above for an example.)

Visuals

Any figures, illustrations, or photographs used for this text will have to fit within the standard column width of 3.35 inches (your visual **MAY NOT** span multiple columns—see the example visual below). Make certain that your visuals are of sufficient quality such that they will view and print well at this size.

You must also obtain any necessary permissions for any visuals you used. Fair use guidelines for educational use in the classroom do not apply the same with scholarly publications. Unless you created the visuals yourself, you generally need to obtain permission to use them. Permissions must be submitted with your manuscript.

It is not enough to submit visuals within the manuscript file. All visuals **must** be submitted in separate files, typically as a TIF format (high quality jpg or png is OK). While you will want to crop your visuals, leave your visuals in their original size; the editors will reduce them to fit the manuscript.

Captions

Identify where you would like your visuals to go in the text by inserting a caption (see example in the right column). **NOTE:** the editors may

have to shift the location of your visuals slightly depending on the final formatting of the manuscript.

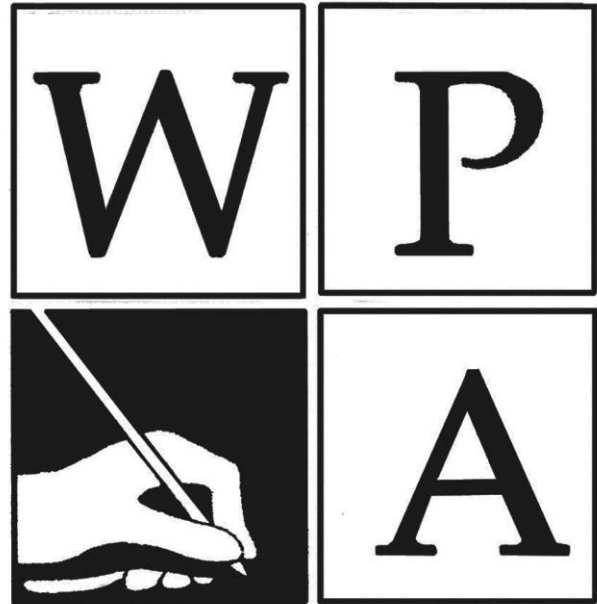


Figure 1. Captions should be labeled using Figure 1, Figure 2, etc. respectively as with this example. Include the credit line for your visual at the end of the caption as per section 4.5 of the *MLA Handbook, 7th ed.*

Tables

Tables should use 10 or 11 pt. font (Palatino or Times New Roman).

Tables embedded in this text will have to fit within the standard column width of 3.35 inches (your table **MAY NOT** span multiple columns).

Alternatively, if you have one (1) or two (2) large tables, you may include those as appendices. Do so by referring to them in the text as Appendix A and Appendix B. Include level 1 headings after the Works Cited labeled Appendix A and Appendix B. Then include with your submission the tables in separate files, also named Appendix A and Appendix B.

If you have more than two large tables, you might consider whether your research data might be better presented in a journal publication. If you still would like to share your extensive research in the conference proceedings publication, find a way to host your tables online, and then cite them within your conference proceedings manuscript (be sure to include them in the Works Cited).

Page Numbering, Headers, and Footers

You do not need to worry about implementing page numbering, page headers, and page footers. The editors will do this in final document production.

Copyediting and Proofreading

After you submit your manuscript, the editors will proofread the manuscript as part of the production process. However, you **will not** have any opportunity to revise it after submission before publication. While editors will share a galley proof with you so that you may review it for any errors introduced in manuscript production or mechanical errors missed during our proofreading, we will not be implementing other revisions to the manuscript so as to avoid introducing any errors.

Thus, it is very important that you copyedit and proofread your manuscript carefully. We recommend that you have a colleague assist you with feedback and final proofing of your draft before submission.

Questions

For any questions about formatting and submitting your document, contact the editors, Charlie Lowe and Terra Williams, at confproceedings@wpacouncil.org.