

June 22-23, 2009

GUIDELINES FOR POSITION PAPERS

(revised 2.18.09)

These general guidelines are intended to assist colloquium moderators in preparing manuscripts for oral presentation as well as for inclusion in colloquium publications. This may include web-based and print publications, as well as training programs associated with new curriculum development and implementation. Proceedings may also be accessed and disseminated by NCPTT directly. Colloquium organizers reserve the right to edit papers with the final approval of authors. Authors will have the opportunity to revise their papers following the colloquium prior to final submission of their manuscript – the deadline for which will be given at a later date.

For additional information on style, please consult *The Chicago Manual of Style*, 15th ed. (University of Chicago Press, 2003). For spelling, refer to *Merriam Webster's Collegiate Dictionary*, 10th ed.

Oral Presentation

Oral presentation of *plenary papers* will be either 15 or 25 minutes. The textual length of each paper should be between 6-10 pages, single-spaced, or approximately 20 PowerPoint slides.

Time allotted for oral presentation of *moderator papers* will be 15 minutes and will NOT include a PowerPoint component. The textual length of each paper should be between 6-9 pages, single-spaced. Moderator papers will be distributed to group members ahead of time to facilitate discussion.

All papers will be included in colloquium publications.

Visual Presentation Material

Please submit your PowerPoint presentation, if applicable, on PC-formatted CD or USB drive at the colloquium check-in. The file name should contain your last name. Your file will be uploaded onto a colloquium laptop – hookup of personal laptops will NOT be possible. A preparation/rehearsal room will be available to presenters as needed.

Style and Format of Manuscripts

Submit two digital files, one in Microsoft Word the other in Adobe PDF, according to the following:

- Paper size: 8½ x 11 inches
- Font: Times New Roman, Arial, or Helvetica.
- Margins: Left, Right – 1.25 inches; Top, Bottom – 1 inch.
- All textual material, including block quotations, notes, and references, should be double spaced.
- Do not include any special formatting, except for page numbers.
- The file name should be logical and include author name and (abbreviated) paper title.

Files up to 4MB in size should be submitted via email to LiisaReimann@comcast.net. Files larger than 4MB should be submitted via an online file delivery service, such as www.yousendit.com,

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or via CD mailed to: Douglas Porter, PO Box 3002, Burlington, VT 05408. **Position papers must be received by March 2, 2009.**

Citations in Text. Manuscripts should employ the author-date system, which gives the name of the author, year, and, when applicable, specific page numbers, not inclusive pages, in parentheses, for example (Smith and Jones 1995:275-79). For works by two or three authors, all authors' names are given, for example (Smith and Jones 1990; Smith, Jones, and Watson 1993). When a work has more than three authors, give the last name of the first author followed by et al., for example (Smith et al. 1999). Citations for two works by the same author published in the same year should be as follows: (Smith 1990a, 1990b).

Figures. Any illustrations (photos, line drawings, charts, graphs, maps) should be numbered sequentially, beginning with 1 in each chapter, by order of appearance in the text (fig. 1.1, fig. 1.2; fig. 2.1, 2.2; etc.). Do not number photographs separately from other kinds of illustrations. Please keep in mind that images may be reproduced in black and white. Provide language for photo credits, if needed. Captions should follow each figure and be centered.

Endnotes. Notes to the reader should be kept to a minimum. Notes are not used as a means to give citations; citations are given in parentheses in the text (see Citations in Text above). Note callouts should be typed as superscript numerals and should correspond to endnotes.

Bibliography. The bibliography should include full publication information for all sources cited in the text and, where applicable, in the notes. Reference style needs to conform to author/date style of citation in the text, for example: Smith, John. 1995. *All That Glitters Is Not Gold*. Buffalo, N.Y.: Optimist Press. The author or editor is responsible for providing full publication information for all sources cited. For examples of style for citing books, journal articles, chapters in edited volumes, unpublished papers, and so on, see *Chicago Manual of Style*, 15th ed., chap. 16 and 17.

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**AUTHORIZATION TO REPRODUCE POSITION PAPER
IN COLLOQUIUM MATERIALS AND PUBLICATIONS**

I _____ authorize NCPTT and the University of Vermont to reproduce my position paper in all colloquium publications, both print and online.

Signature

Date