1st Athens International Writing Centers Conference

9-10 November 2007
Hellenic American University
Athens-Greece

Conference Topic: *"Revisioning Tomorrow's Writing Center: Roles, Practices, Audiences"*

Publishing and Submission Guidelines

Author(s) name   *Author(s) name*

Affiliation   Affiliation
Address   Address
Email   Email

Abstract

This paper can be used as an example of how a final paper submission for the 2007 Proceedings looks like. You can use this file as a template if you wish.

1   Publishing Guidelines

Page limit is not to exceed ten (10) single spaced pages. Anything over 10 pages will not be included in the proceedings.

1.1   Page Set-up

Use A4 paper size. Set all margins at 1-inch. 10-point font size is preferred, but do not exceed 12 point font. Times New Roman preferred. Single-line spacing is recommended.

1.2   Format

Please begin your paper with the **title**, and, if appropriate, a **subtitle** (14-point font). For the title, please capitalize only the initial letters. Words like *the*, *a*, *for*, etc. are not capitalized, unless they are the first words of the title.
Leave one line space and list all **author(s)** (10-point font). If there are two authors with two different addresses, use two centered tabs. For more than three authors, you may place some address information in a footnote[1]. Leave one line space and list complete **address(es)** i.e., affiliation(s), mailing address(es), email(s), as they should appear in the published work. The title, author's name, affiliation and email should be centered across the printed-area length.

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[1] Footnotes should be used sparingly. When they appear, they should be indicated by superscript numerals and numbered consecutively throughout the text at the bottom of the same page as their corresponding number. Footnotes should be in Times New Roman, font size 9, and fully justified across the full length of the printed area. Subsequent references to a footnote should be by parenthetical note (i.e., see Footnote 2).

Leave two line spaces and type the **abstract** (10-point font). Then put two more line spaces after the Abstract and start the body of the paper.

1.3   Body Text

Text should also be fully justified across the full length of the printed area.

1.3.1   Headings

Section headings should be labeled numerically (i.e., 1. 2., etc.). Sub-section headings should be labeled 1.1, 1.2, etc.

1.3.1.1   First-level headings

First-level headings (13-point font, bold) should be labeled numerically (i.e., 1, 2, etc.). The hanging indentation between the number and the text of the heading should be 0,4". For the headings, please capitalize only the initial letters. Words like *the*, *a*, *for*, etc. are not capitalized, unless they are the first words of the heading.

1.3.1.2   Second-level headings

Second-level headings (12-point font, bold) should be labeled numerically (i.e., 1.1, 1.2, etc.). The hanging indentation between the number and the text of the heading should be 0,4".

1.3.1.3   Third-level headings

Third-level headings (12-point font, italic) should be labeled numerically (i.e., 1.1.1, 1.1.2, etc.). The hanging indentation between the number and the text of the heading should be 0,5".

1.3.2   Bulleted Lists

1.3.2.1   First-level bulleted lists

First-level bulleted lists should be in font size 10. The left indentation of the bullet should be 0,3", while the hanging indentation between the bullet and the text should be 0,32" (paragraph properties). Please see the example below:
- *Title:* Times New Roman, font size 14, bold
- *Name of author(s):* Times New Roman, font size 10, italic
- *Affiliation, Address, Email:* Times New Roman, font size 10
- *Abstract:* Times New Roman, font size 10
- *Text:* Times New Roman, font size 10
- *Footnotes:* Times New Roman, font size 9
- *References:* Times New Roman, font size 10

1.3.2.2   Second-level bulleted lists

Second-level bulleted lists should be in the same font size (10). The left indentation of the bullet should be 0,63", while the hanging indentation between the bullet and the text should be 0,25" (paragraph properties). The use of both left and special hanging indentation is recommended. Please see the example below:
- *Headings*
  - *Heading 1:* Times New Roman, font size 13, bold
  - *Heading 2:* Times New Roman, font size 12, bold
  - *Heading 3:* Times New Roman, font size 12, italic
  - *Heading 4:* Times New Roman, font size 11, bold

1.3.3   Tables & Figures

Tables and figures should be placed within the text where they belong and have good contrast.

1.3.3.1   Tables

Tables should have a title as heading and should be numerically labeled consistently throughout the paper. Tables do not require legends, but any explanation of clarification of tabular material should be indicated as a footnote to the table. Both the table caption and the table itself should be centered across the printed area.
Each table should be mentioned in the text. Tables should be separated from text by at least one-line space above and below and should be placed in text as close to the reference as possible.

1.3.3.2   Figures

Figures should be separated from text by at least one line space above and below and labeled with a figure caption; again, numbered consistently throughout the paper. In figure captions, only the initial letter of the first word should be capitalized. All figures should be reduced to fit our normal print page size of 4,5" x 7". Unless the figure is unusually large, it should occupy from 1/3 to 1/2 the size of the printed page. In submitting figures larger than 4,5" x 7", remember to make lettering and details large enough to be able to undergo successful reduction. Each figure should be mentioned in the text, and should be placed in text as close to the reference as possible.

1.3.4   Page Numbering, Headers and Footers

Please do include page numbers, headers or footers in your manuscript.

1.4   Non-sexist Language

Guidelines for Non-Sexist Use of Language are available from the web site of the American Philosophical Association (APA): http://www.apa.udel.edu/apa/publications/texts/nonsexist.html.

1.5   Terminology and Abbreviations

Wherever possible, try to avoid excessive use of jargon. Please also avoid the use of abbreviations except where they are widely known by your readership and are used repeatedly in your text.

1.6   References

Provide complete, APA (American Psychological Association)-formatted references and text citations and make sure the two correspond exactly (http://www.apastyle.org).

All references (10-point font) that are cited in the text must appear in the reference list, except for personal communications. All entries that appear in the list of references must be cited in the text. Reference list entries normally contain the following elements: author, year of publication, title, place of publication and publisher. Both direct quotes and paraphrasing require reference citation. If an author is not available, please use the title of the work. Some general rules to follow:
- Arrange reference entries in alphabetical order by the surname of the first author.
- Single-author entries precede multiple-author entries beginning with same surname.
- References with the same first author and different second and third authors are arranged alphabetically by the surname of the second author, and so no.
- References with the same authors in the same order are arranged by year of publication, the earliest first.

- References by the same author (or by the same two or more authors in the same order) with the same publication year are arranged alphabetically by title (excluding *A* or *The*) by adding *a*, *b*, *c,* etc., to the publication year.
- References by different authors with the same surname are arranged alphabetically by the first initial.
- Alphabetize corporate authors by the first significant word of the name.
- Only "Anonymous" works are alphabetized under Anonymous.
- Non-authored works are alphabetized by the first significant word of their title, as are legal works.

1.6.1   Examples of reference citations in text

Table 1: Examples of reference citations in text

Direct quote	(Bradley, 1998, p. 276)
Paraphrasing with one author	(Bradley, 1998)
Paraphrasing with two authors	(Bradley & Calhoun, 1998)
Paraphrasing with three to five authors (1st time only)	(Bradley, Calhoun, Davis & Fitch, 1998)
Paraphrasing with three to five authors (following the 1st time)	(Bradley et al., 1998)
Paraphrasing with six or more authors	(Bradley et al., 1998)
With no author, use the first identifying words of the title	("The Journey," 1998)

1.6.2   Examples of references

Entire Book
Strunk, W., Jr., & White, E. B. (1979). The elements of style (3rd ed.). New York: Macmillan.

A chapter in an edited volume
Nadel, L., & Zola-Morgan, S. (1984). Infantile amnesia: A neurobiological perspective. In M. Moscovitch (Ed.), *Infant memory* (pp. 145-172). New York: Plenum

Journal article, more than one author, paginated by volume
Kernis, M. H., Cornell, D. P., Sun, C. R., Berry, A., & Harlow, T. (1993). There's more to self-esteem than whether it is high or low: The importance of stability of self-esteem. *Journal of Social Psychology*, 38, 1190-1204.

Journal article, one author, paginated by issue
Maienza, J. G. (1986). The superintendency: Characteristics of access for men and women. *Educational Administration Quarterly*, 22 (4), 59-79.

An entry in an encyclopedia or dictionary:
Sadie, S. (Ed.). (1980). *The new Grove dictionary of music and musicians* (6th ed., Vols. 1-20). London: Macmillan.

A web site
Shade, L. R. (1993). Bender issues in computer networking. Retrieved August 8, 2000, from http://www.mit.edu/sorokin/women/lrs.html

Personal communication
W. R. Smith (personal communication, January 30, 1996) stated that …