

Instructions for the Preparation and Presentation of Papers for the
2009 NCA/AFA Conference on Argumentation

Dennis Gouran, Director
May 12, 2009

Please read the instructions that follow carefully and follow them as you move forward with your preparations for the 2009 NCA/AFA Conference on Argumentation. Please also be conscious of the need for high quality writing in developing your manuscript and thorough in proofreading before you submit it. It would even be a good idea to have someone else read what you have written prior to submission to catch errors and note problems you might otherwise not have noticed.

Preparation of Manuscripts

Style in General:

Follow the guidelines and conventions of the *Publication Manual of the American Psychological Association* (5th edition) with modifications indicated below.

Title:

Please stick with the title you had for the document you submitted for consideration for the Conference.

Length:

To be considered for publication in the volume containing selected papers for the Conference volume, manuscripts may not exceed 3000 words, excluding Notes and References. Notes should be few in number, not exceed two double-spaced pages, and be in the same font (Times New Roman, 12-point) as the text of the paper. References in most instances also should not exceed two double-spaced pages and also be in the same font as the rest of the manuscript. (Please avoid padding.)

Margins and Page Numbers:

Use one-inch margins, and do not include page numbers or running heads in your manuscript. Pencil in the page numbers in the upper right-hand corners of pages in the copies of the manuscript you bring to the Conference.

Spacing:

Double space throughout the entire manuscript.

Title Page:

Do not include a separate title/cover page nor abstract page. Page 1 will be the first page of text.

Organization of the Manuscript:

The organization of one's manuscript should be as follows: Title, Author(s) and Institutional Affiliation(s), Text, Notes (if any), and References. All indicators of these components should be flush with the left margin, with boldface and italics as noted. For example,

Our NCA/AFA Conference Paper: An Historic First

James W. Smith, *X City College*
Mary L. Brown, *Y State University*

History of the Issue

Current Status of the Dispute

What Lies Ahead

Notes

References

Level of Headings:

Use only one level of heading and also be concise in wording, as indicated above.

Format for Notes:

Do *not* use the insert note facility in your word processor. Notes should be flush with the left margin and in the following format:

1. As I pointed out earlier in my discussion, if the material in a note is actually important, it probably should appear in the text.

Format for References:

Use the hanging-indent format for references, and single space after all punctuation within references. For example,

Smith, V. C. (2009). Why is it so hard to achieve the right spacing in references? *Journal of Spacing in References, 1*, 1-10.

Indentation:

Any material requiring indentation should be five spaces in from the left margin only. Tab may be used but should be set at five spaces.

Figures, Tables, Graphs, Charts, Drawings, Photographs, and the Like:

If they are necessary, place such materials at the end of your manuscript, but indicate where they should appear in the text. Please avoid inclusion of these elements if at all possible, and photographs in particular.

File Type:

Manuscripts must be submitted in MS Word (doc) or Rich Text Format (rtf).

Permissions:

No manuscript incorporating copyrighted material will be considered for publication unless the author(s) has(have) secured written permission from the holder of the copyright and documentation of that permission is provided.

Submission of Manuscripts

Deadline:

To be considered for publication in the Conference volume, by no later than Wednesday, July 15, the author or authors of a paper accepted for presentation must have submitted a completed copy that satisfies the manuscript preparation requirements above with the assurance that permission for the use of any copyrighted material has been secured. The submission should be to: Dennis Gouran <g8v@psu.edu>.

Material to Submit at the Conference:

Upon arrival at the Conference, and at the time one registers, the author of a paper, or one author in the case of co-authored work, needs to submit two hard copies of the paper, signed copies of the copyright agreement form appearing at the Conference Website (one for each author), written documentation of permissions obtained for the use of any copyrighted material in the paper, and address information for the author(s)—both U.S. Mail and e-mail. If there are any changes from the electronic version of the manuscript submitted in mid-July, that should be noted with an indication of what the changes are. If the changes are more than minor, it is the

responsibility of the person submitting to have re-submitted the current version of the manuscript in electronic form as soon as the hard copy has been prepared. These materials should all appear in an 8 and ½ by 11 inch unsealed, but fastened envelope with the following information on the side opposite the fastener: "Name(s) of the Author(s), the Title of the Paper, file name and type, and a list of other contents."

Presentation of Papers

Physical Presence:

For a paper to be presented, not to mention be considered for possible publication in the Conference volume, the author, or one of the authors in the case of co-authored work, must be in attendance. Requests for substitutes to do presentations will not be honored.

Number of Presentations Per Session and Time Limits:

Individual sessions will have a maximum of four presentations if at all possible. Since a hallmark of the Conference historically has been the opportunities for discussion that it opens for panelists and their audiences, presentations must be kept to fifteen minutes at most. Twelve minutes would be preferable.

Post Conference Consideration of Manuscripts for Publication:

Following the Conference, members of the Editorial Board will review the versions of the papers contributors have submitted for possible publication in a volume of selected papers published by the National Communication Association and make recommendations to me as the Editor. The outcomes of the review process include non-acceptance, acceptance contingent on the completion of indicated revisions, and acceptance. It, therefore, behooves one to take care in preparing the document he or she will be submitting in July.