

Style Sheet for Submitting Proposals for NDEO Conference

This Style Sheet is intended to clarify what NDEO expects in the submissions of proposals. Uniform proposal submission style facilitates the process of evaluating proposals and the job of transferring the materials into the program book.

It is important to the program typesetter that these guidelines be followed. The more variations there are from these guidelines, the more time it takes to set the book and the greater the costs. Please follow the guidelines and help reduce the time and associated costs involved in transposing your proposals into the program book.

When using the online form submission, please:

(Fields in the online proposal form do not allow for any text formatting, indentations, or use of paragraphs.)

- 1) Use only **one** space after punctuation, especially the period at the end of a sentence. New editions of style handbooks now specify a single space.
- 2) Begin your one paragraph biography with your name as it will appear in print. Do not use BOTH the honorific ‘Dr.’ and the degree following the name; do not type ‘Dr. Edward Scheff, PhD’.
- 3) The biography should be written in **narrative style, not simply as a list**.
- 4) Use of the word “currently” is almost always redundant:
“She is the Dean of the Faculty” means exactly the same thing as “She is currently the Dean of the Faculty”.
- 5) When citing degrees after presenters’ names enclose the degrees in parentheses, e.g., Edward A. Scheff (PhD, MA, BA). DO NOT include institution names, department titles or areas of specialty at this point. That belongs in the biography itself if deemed necessary.
- 6) Use recognized abbreviations when typing your degrees or certifications. Do not use periods. Start with the highest degree earned: Edward Scheff, PhD, MA, BA. Do not include the dates, institutions, and subject areas with the abstract/summary. Reserve that information for the biography.
- 7) Please proofread carefully.

When preparing your abstract to upload with your online form submission, please:

You should not rewrite the abstract. The content should be unchanged from the online form. You will both copy and paste your abstract into the appropriate field in the online proposal form and attach it to the online form with the appropriate formatting for inclusion in the conference book.

- 1) Use 11 point Times New Roman typeface and 1” margins all around.
- 2) Type your abstracts in the paragraph style used above in the introduction. After the final punctuation of a paragraph, simply press the return key and indent the first line of the new paragraph. **Do not double space between paragraphs**. Do not add a space following the punctuation at the end of a paragraph. Just press the Return key, indent, and continue typing.
- 3) Do not use columns.
- 4) Avoid underlining. There are better ways to emphasize text, namely the use of the **Bold** feature, and even that should be used sparingly.

- 5) Italics should be reserved primarily for two purposes – the typing of foreign words that have not become part of common English usage (e.g., *pas de deux*, but not ‘ballet’), and the titles of whole works (e.g., *West Side Story*, *Carmen*, *Law and Order*, *Fancy Free*, *The Nutcracker*). Avoid italicizing the surrounding punctuation such as parentheses, unless the punctuation is part of the title as in *Oklahoma!* For more about what titles to italicize and when to use quotation marks, consult any good style manual or style sheet, many of which are available free in abbreviated form on the web.
- 6) In general, when typing a work’s title, use italics, but do not use quotation marks. For example, type *Slaughter on Tenth Avenue*, not “*Slaughter on Tenth Avenue*” – the quotation marks are redundant.
- 7) Do not capitalize (or bold) the entire titles of works unless the title in fact always is to appear in all caps; use italics instead.
- 8) Do not use the spacebar to align type. Use the tab key or text alignment features of your software.
- 9) Observe the requirements (See Proposal Instructions) of character count.
- 10) Avoid bulleted lists.
- 11) Abstracts/summaries should not contain session outlines. Concentrate on the session content in brief.

Finally, as Strunk and White wrote, “Omit needless words.” The most commonly used needless word in biographies submitted in the past was ‘currently’.

Sample abstract/summary (835 characters) CHARACTER LIMIT (spaces included) = 2,250

Preparing a Proposal: The Hows and Whys

Edward A. Scheff (PhD, MA, BA)

Preparing an abstract requires careful analysis of the subject of the session. The reader should be able to discern the main thesis of the session and its overall viewpoint and conclusion. It is not necessary to give a point-by-point summary or outline of the session. The details are what the session is for. Rather, concentrate on the two or three or four main ideas and provide only enough information to give the reader an insight into your overall approach and the substance of the session’s subject.

If you feel that it is necessary to give a detailed session summary, do so as in this paragraph: (a) select the few main points of the session; (b) boil them down to simple declarative statements; and, (c) place them in a paragraph like this.

Handouts with outlines and bulleted lists are excellent for distribution at the session.

Sample Biography (630 characters) CHARACTER LIMIT (spaces included) = 800

Judith Smythe (EdD, MEd, RDE) is the Managing Director of The Dancer Performs, now in its fifteenth year at ABC University, a program that prepares college Dance majors for a performing career. Judith recently became Program Coordinator for American Dance Initiative. She has choreographed for the XYZ Ballet Company and many university theatre presentations around the US. Judith has published widely in dance journals and magazines, concentrating on financing for regional and state dance companies. Additionally, she has written two textbooks for college dance courses, *How to Dance for the Audience*, and *The Technique of the Dance*.

(This document is set in Times New Roman, 11 point, with 1” margins all around. If set in 12 point it would require another half page.)