

Proposal Submission Style Sheet – NDEO Conference 2013

This Style Sheet is intended to clarify what NDEO expects in the submissions of proposals. The reasons for the specificity are a practical matter. Uniform proposal submission style facilitates the process of evaluating the proposals, the task of the Conference Coordinator, 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 an attractive and useful 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) 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.
- 4) Proofread carefully.

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

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 keep typing.
- 3) Do not use columns. Column formatting creates unnecessary copy-and-paste difficulties.
- 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 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 title, use italics, but do not also 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 the text alignment features of your software.

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- 9) Observe the requirements (See Proposal Instructions) of word count and character count.
- 10) Avoid bulleted lists.
- 11) Abstracts/summaries should not contain session outlines. Concentrate on the session content in brief.

And, as Strunk and White wrote, “Omit needless words.”

Sample abstract/summary (143 words)

Preparing A Proposal: The Hows and Whys

(No quotation marks, no period) 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 (157 Words)

Judith Smythe, EdD, MEd, RDE, is the Managing Director of a college Dance program in CT. This program, The Dancer Performs, now in its 15th year at ABC University, prepares college Dance majors for a performing career. Judith has recently become Program Coordinator for American Dance Initiative. In addition she is teaches ballet at a local studio. She is Treasurer of the Connecticut Alliance for Dancers in Education. 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 the subjects of financing for regional and state dance companies, and on the need for dance education in the public schools, K-12. Additionally, she has written two textbooks for college dance courses, How to Dance for the Audience, and The Technique of the Dance. She was honored as Dance Educator of the Year in 1995. She is writing a third textbook for college classes.

(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.)