

From: "Society of Dance History Scholars" <sdhs@primemanagement.net>
To: "Barbara Dickinson" <bhdic@duke.edu>
Subject: SDHS 2004 Proceedings Guidelines
Date: Thu, 10 Jun 2004 16:15:36 -0500
X-Priority: 3 (Normal)
Importance: Normal
X-PMX-Version: 4.5.0.92886, Antispam-Core: 4.0.4.93542, Antispam-Data: 2004.6.10.103272

The following email was sent by the office of SDHS on behalf of Shelley Berg:

Guidelines for 2004 Proceedings
„Celebrating Dance, Celebrating History%

The Society of Dance History Scholars will publish the Proceedings of the 2004 conference to provide an unedited record of the papers presented in Durham. The Proceedings will be available in the fall of 2004.

Submission

Submission of papers for inclusion in the Proceedings is voluntary. If you wish to have your conference presentation published in the 2004 Proceedings, please adhere to the guidelines below. In the interest of creating a uniform and visually appealing publication, please submit your materials by electronic means (as described below) accompanied by a printed hard copy. If you are unsure or uncomfortable about electronic submission, or if you have questions regarding the preparation of your materials either before or after the conference, please contact the Proceedings compiler (see below).

Papers should be submitted electronically on CD or via email. The preferred format is Microsoft Word or WordPerfect files on either PC or Macintosh CD or as an email attachment. Most universities (or copy centers, such as Kinko ,s) have computer stations capable of converting formats. All electronic submissions must be accompanied by a printed hard copy of the presentation with page numbers applied by hand. Please note: No photographs or illustrations will be included in this publication.

On the CD label or in the body of your email message, please include the following:

- ◆ Your name
- ◆ Presentation title
- ◆ Address (August 2004)
- ◆ Phone number (August 2004)
- ◆ Email address
- ◆ File format (i.e. MS Word 98 for Macintosh)

Please send your submissions on or before August 9, 2004 to Shelley Berg, Dance Division, Meadows School of the Arts, Southern Methodist University, Dallas, Texas 75275. Email: sberg@mail.smu.edu

Formatting requirements

1. Space is limited, therefore no additional material (expansion of text, appendixes, illustrations, photographs, graphics, line art, or figures) may be included. Submit the paper that you presented live at the conference.
2. Format on standard 8.5 x 11% paper size.
3. Font should be 10-point Times, or Times New Roman.
4. Use 1% margins all around.
5. Title (in caps and lower-case) should be centered and at the top 1% margin on page 1.
6. Put author,s name on page 1, centered and double-spaced below the title. The author,s name should be followed by a double return before beginning the text. No cover page, in other words.
7. Text should be single-spaced with standard paragraph indentation of the first line.
8. All matters of usage and style (including referencing) should comply with the 14th edition of The Chicago Manual of Style. Please consult it for any questions not covered here.
9. Notes and bibliography must be placed either at the end of the paper or incorporated within the body of the text. Please be consistent with whatever method you choose. No notes can be accommodated at the bottom of the page.
10. Include a copyright notice at the bottom of page 1: Copyright 2004, Martha Graham.
11. Do not include page numbers or running headers or footers.
12. Carefully review your paper for grammar, typographical errors, spelling, etc. No copyediting will be done once you submit it.

Regretfully, SDHS will be unable to publish any submission that does not adhere to these guidelines.