

2020 TSA Symposium - Hidden Stories/Human Lives
held virtually
October 15, 2020 - October 17, 2020

Biennial Symposium 2020 Proceedings Author Submission Guidelines
Submission Deadline: January 30, 2021

Papers will be published digitally at the University of Nebraska Digital Commons, a free and open access archive service of the University of Nebraska-Lincoln libraries.

Before submitting your paper, please ensure that it has been carefully read for typographical and grammatical errors. If English is not your first language, have your paper proof-read by an English-speaking person. Papers will be returned if the standard of English is not considered to be good enough for publication.

Your contribution must be prepared in Microsoft Word; it can be produced in any PC or MAC version of Microsoft Word.

It must not be sent in PDF format and should not be zipped.

Papers must not exceed a total of 15 pages (including text, footnotes, illustrations, and bibliography) and files should not exceed 10MB in size.

The page limit for papers pertaining to round table discussions is 35.

Style and references must follow the 17th Edition of the Chicago Manual of Style, specifically the Notes and Bibliography referencing style. Footnotes are used to credit sources as well as provide commentary on the sources cited. Footnotes should be presented as ordinary text, without any underlying codes such as fields or hyperlinks which you may have used in creating or organizing them.

Do not use the parenthetical Author-Date referencing style.

Illustrations and Tables: Illustrations and Tables should appear as soon as possible after the first text reference to it and formatted to be easily viewed by the reader. To accommodate page makeup, tables may break over one or more pages or be presented broadside across facing pages. Ensure that graphics and type are clear, visible, and large enough to be easily read. Any

supplementary (essential) information should be provided within the caption below the illustration. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale. All illustrations should be 300 dpi jpegs and sized to fit logically within the document.

Captions: Captions should be centered under the appropriate illustration and italicized. Please acknowledge the source/owner of the illustration. Authors are responsible for securing permission for illustration usage in an open-access digital production and payment of all pertinent fees.

Acronyms: All acronyms should be spelled out in their first occurrence. If an acronym appears in the abstract, it should be spelled out there AND again in its first occurrence in the body of the paper.

Copyright: Proceedings authors retain the copyright of their articles. As author, you may wish to submit a copyright registration form to the U. S. copyright office.

All documents must be submitted via upload to
<https://textilesociety.submittable.com/submit/3fc04db4-7095-48ea-81bf-e94f5045eaab/2020-proceedings-submission>

Emailed papers will not be accepted.

Naming of your document: **LastName_FirstName2020.doc (or docx)**

Style:

Margins:	set to “Normal” (1” left, right, top, and bottom)
Manuscript Title:	Times New Roman, 14 pt, centered Bold
Author’s Name:	Times New Roman, 12 pt, centered
Email (optional):	Century Gothic, 9 pt, centered
Text Body:	Times New Roman, 12 pt, flush left, no hyphenation single spacing with one line between paragraphs no indentation of paragraphs
Footnotes:	Times New Roman, 10 pt, single spacing
Captions:	Times New Roman, 9 pt, italicized centered under illustration

Miscellaneous:

Plurals for centuries: The plural is normally used to refer to more than one century with ordinals (or other modifiers) joined by *and*. It is also used for ranges expressed with *through*.

For ranges expressed with *to*, or for alternatives expressed with *or* or *nor*, use the singular.

For example: the eighteenth and early nineteenth centuries
in the fifth through eighth centuries

from the twentieth to the twenty-first century
as of the fifth or sixth century
eighteenth- and nineteenth-century technologies

Use of “*ibid.*”

CMOS discourages the use of *ibid.*

-It is recommended that you, instead, use the abbreviated form of author with page reference, or author with title and page reference for authors with more than one title.

-Note that when using either “*ibid.*” or the abbreviated form, it must refer to the last item cited. Where this is not the case, the fuller form of the shortened citation must be repeated.

For example: Morrison, *Beloved*, 3.

Morrison, 18.

Morrison, 18.

Morrison, *Song of Solomon*, 401-2.

Morrison, 433.

Diaz, *Oscar Wao*, 37-38.

Morrison, *Song of Solomon*, 403.

Morrison, *Song of Solomon*, 240; *Beloved*, 32.

Please:

- do not number pages
- do not use headers or footers
- do not format with text wrap
- do not use page breaks
- percentages are to be represented as “25 percent” (NOT “25 %” or “twenty-five percent”)
- numbers one through nine are to be spelled out, numbers 10 and above are to be represented in their Arabic numeral form (unless the number starts a sentence)
- fractions are to be spelled out: “two-thirds” (not “2/3”)