TSA Proceedings Clarifications & Updates to Guidelines for 2024 Symposium

The following are some more specific guidelines in addition to those printed in the Symposium Guidelines.

Footnotes:

- in Word, go to "References" at the top and then "Insert Footnote" to insert footnotes automatically
- be sure to CHANGE THE FONT, Word does not automatically use TNR for footnotes
- see the attached model for examples of where to place in the sentence as well as the appropriate format for books, journal articles, and the use of "Ibid." (footnote number is at the end of the sentence after all punctuation)
- titles should be italicized and not underlined
- page references should include just the page number and not the letter "p"
- for specific examples of footnoting different types of sources, go to "Notes and   Bibliography-Examples and Variations" on the Chicago Manual of Style (CMOS) website
- be sure to include all works referenced in your footnotes in your Bibliography!
- CMOS is now discouraging the use of "ibid." See guidelines for more detail
- please carefully refer to CMOS regarding the proper way to reference online sources

Fonts:

- see the attached model for font type and size for each part of your article
- note that captions are to be centered under images
- Quotes: see footnote 2 in the attached model
- block quotations should be started on a new line (single space), indented an additional tab from the left, and be in the same font size as the text (12 pt)

Illustrations:

- Be sure to notify those who provide you with images that your paper will be published in an open-access publication.

Captions:

- footnotes are generally not used in captions, include title and location information in the text for your caption instead

Margins:

- in Word, go to "Layout," "Margins," "Normal"

Other:

- it is not necessary to provide the source of foreign language translations unless the translation could potentially be viewed differently
- include dates for field notes (either in surrounding text or via footnote)

Warp Speed presentations:

- These presentations should be submitted in pdf format and should be 6 pages or less. We recommend including 4 images per page. You can include a 2 paragraph narrative and/or descriptive captions under your images to guide the reader through your presentation.
- Images should be 300 dpi at final size; if using Photoshop to save your .jpg images it is best to set the jpg quality between 7 and 10. Please aim for a total file size of no larger than 50 MB for your .pdf.

Readership Reports:

- Once the Proceedings are online, you will receive an email granting you access to the UNL Digital Commons Dashboard with information including the number and geo-location of your submission downloads.