

Author Guidelines for SOCALLT Proceedings Manuscripts

Introduction

These guidelines provide information for producing your SOCALLT proceedings manuscripts. Please follow them closely. Contact Don Weasenforth, if you have any questions. Please send your document to Don at dweasenforth@collin.edu.

Formatting your paper

All printed material, including text, illustrations, and charts, must be typed, using **Times New Roman, 11 point**. The paragraph spacing should be set at 1.5 lines. Do not use color in any material. The publication is limited to black and white. The text should be saved in **Rich text format (.rtf)**. There is no set limit on the length of a paper. Also note that if a document has a *Macro* in it, I may request that you remove it before I try to open the document.

Main title

The main title (on the first page) should be centered, and in Times New Roman 14-point, boldface type.

Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times New Roman 12-point, in italics, not bold. Affiliations are centered below each author name, italicized, not bold.

Main text

Type your main text in 11-point Times New Roman, 1.5 spaced. In this section, you will find some basic formatting rules for the main text, followed on instructions for tables, graphics, footnotes, and references.

Paragraphs

Paragraphs are separated with one paragraph mark (¶). This is also referred to as a “hard return”. Lines within a paragraph must wrap at the margin; lines are not broken with paragraph marks or manual line breaks. (*don't useTo indent any text!*). The beginning of the paragraph (first line) should be indented with a tab.

Tables

The **Text in tables** should be 10-point Times New Roman. Figure captions need to be centered *below* the figures. Table titles are to be centered *above* the tables.

Number of Items Correct	Number of Students with that Score	
	Chapter 1	Chapter 2
7	4	6
6	9	12
5	8	4
4	1	4
3	1	0
2	0	0
1	2	0
0	1	0



Figure 1: Example of contrast/brightness correction

Graphics

Authors are limited to **one graphic/table/image** per article. Interior graphics must be provided as **black and white, 300 dpi images in tiff or jpeg file format**. The graphics in our publication are printed in black and white. Therefore, it is best for you to convert any color image you have to black and white and check how it looks before including it in your article. Interior graphics should also be provided in the appropriate size, not to exceed 4” x 4”. Interior graphics must be **both embedded in your manuscript**—placed within the text just where you would like them to appear, **and provided as separate files**.

Headings

- **First-order headings**, such as “Introduction”, should be Times New Roman, 11-point Boldface
- **Second-order headings** should be Times New Roman 11-point boldface, italicized.
- **Third-order headings**, are discouraged. However, if you must use them, use New Roman 11-point, italicized, non-boldface type

Footnotes

Use footnotes sparingly (or not at all!) and place them at the bottom of the column on the page on which they are referenced. Use Times New Roman 10-point type, single-spaced. To help your readers, **avoid using footnotes altogether** and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

References

List all bibliographical references in at the end of your paper. Here are some sample references:

Herron, Carol & Irene Seay. “The Effect of Authentic Oral Texts on Student Listening Comprehension in the Foreign Language Classroom.” *Foreign Language Annals* 24 (1991): 487-95.

Muller, Gunter. “Visual Contextual Clues and Listening Comprehension: an Experiment.” *Modern Language Journal* 64 (1980), 335-40.

Sotillo, Susana M. 2000. Discourse functions and syntactic complexity in synchronous and asynchronous communication. *Language Learning & Technology*, 4(1):82-119. 20 October 2003. <<http://llt.msu.edu/vol4num1/sotillo/default.html>>.

List of Contributors

Please submit your current mailing address (to include your e-mail) for this section, which will appear at the end of the proceedings.

Questions?

Contact me via e-mail: dweasenforth@collin.edu, or via phone at 972-881-5970.