

STYLESHEET FOR CONFERENCE PROCEEDINGS

1. CONTACT DETAILS AND DEADLINE

Authors are requested to submit an electronic copy by email (send to Daniela at ctcc@leedsmet.ac.uk). The absolute deadline to submit fully formatted papers is the **30th May 2009** BUT early submissions will be gratefully received.

2. GENERAL REQUIREMENTS

Please send electronic manuscripts in Word or RTF format, single-spaced, A4 portrait, with ample left- and right-hand margins. Every page should be numbered consecutively. A cover page should contain only the title, author's name, email and address. Unless notified, all correspondence will be directed to the first named author of the paper. Please put the name and the institutional affiliation and country of the author(s) under the title line.

Format

Papers should normally be between 4,000-7,000 words in length, excluding references, tables and graphics. Papers should be typewritten, using Times New Roman, 12 point size. Tables, diagrams, maps and photographs should be inserted in the paper. Please avoid very large picture files - these will be removed at the discretion of the editors if too large, (your paper should not be larger than 1,5 MB). Footnotes should be avoided. Essential notes should be numbered in the text and grouped together at the end of the paper.

Tense and language

Please use an "accessible" language, e.g. use English vocabulary; do not hesitate to re-explain complex theories or concepts that are common sense in your discipline but might be ignored by others; do not use 'two-page-sentences'. Please use UK English.

Currency

Please format all currency quotations in Euro. Yes, this is a political statement!

Figures, tables, photos

Please only use tables, figures and photographs when it makes sense and try to limit the number of tables and figures to four, of photographs to two. For graphics and diagrams, chose a simple, accessible and clear chart style. Use black and white or greyscale format for all photos, legends and tables. Please translate all legends in English language. Permission to quote from or reproduce copyright material should be obtained by the author(s) prior to submitting the paper. Please include all figures, tables and photos with their legends in the document.

Introduction

We would like you to use the first paragraph of the introduction to briefly explain what your paper is about, on which facts/context/problems/theoretical ideas it is based on, and the answers/problem solutions it will provide. Please use an "accessible" language.

Heading style

Keep to a maximum of two levels of sub-heading, and rate their importance. Please use bold uppercase 12 point font for the section heading style and regular italic 12 point font

for the sub-heading style. Please avoid level three sub-headings. Avoid the use of bullets and numbering.

3. REFERENCES

References should be set out in alphabetical order of the author's name in a list at the end of the book. They should be given in Harvard standard form, as below. References in the text of an article should be by the author's name and year of publication, as in these examples: Jones (1997) in a paper on ... [commonest version]; Jones and Evans (1997c: 22) state that ... [where page number is required]; Evidence is given by Smith et al. (1994) ... [for three or more authors]. Further exploration of this aspect may be found in many sources (e.g. Brown & Green, 1992; Jackson, 1993; White, 1991a) [note alphabetical order, use of & and semi-colons].

A very large majority of authors' proof-corrections are caused by errors in references. Authors are therefore requested to check the following points particularly carefully when submitting manuscripts:

- Are all the references in the reference list cited in the text?
- Do all the citations in the text appear in the reference list?
- Do the dates in the text and the reference list correspond?
- Do the spellings of authors' names in text and reference list correspond, and do all authors have the correct initials?
- Are journal references complete with volume and pages numbers?
- Are references to books complete with place of publication and the name of the publisher?

It is extremely helpful if references are presented as far as possible in accordance with our house style. A few more typical examples are shown below. Note, especially, use of upper & lower case in paper titles, use of capital letters and italic (underlining can be used as an alternative if italic is not available) in book and journal titles, punctuation (or lack of it) after dates, journal titles, and book titles. The inclusion of issue numbers of journals, or page numbers in books, is optional but if included should be as per the examples below.

Department of Education and Science (DES) (1985) *Education for All* (The Swann Report). London: HMSO.

Evans, N.J. and Ilbery, B.W. (1989) A conceptual framework for investigating farm-based accommodation and tourism in Britain. *Journal of Rural Studies* 5 (3), 257–266.

Evans, N.J. and Ilbery, B.W. (1992) Advertising and farm-based accommodation: A British case-study. *Tourism Management* 13 (4), 415–422.

Laufer, B. (2000) Vocabulary acquisition in a second language: The hypothesis of 'synforms'. PhD thesis, University of Edinburgh.

Mackey, W.F. (1998) The ecology of language shift. In P.H. Nelde (ed.) *Languages in Contact and in Conflict* (pp. 35–41). Wiesbaden: Steiner.

Marien, C. and Pizam, A. (1997) Implementing sustainable tourism development through citizen participation in the planning process. In S. Wahab and J. Pigram (eds) *Tourism, Development and Growth* (pp. 164–78). London: Routledge.

Morrison, D. (1999) Small group discussion project questionnaire. University of Hong

Kong Language Centre (mimeo).

US Census Bureau (1998) State profile: California - Online document:
<http://www.census.gov/statab/www/states/ca.txt>

Zahn, C.J. and Hopper, R. (2000) The speech evaluation instrument: A user's manual (version 1.0a). Unpublished manuscript, Cleveland State University.

Zigler, E. and Balla, D. (eds) (1998) *Mental Retardation: The Developmental-Difference Controversy*. Hillsdale, NJ: Lawrence Erlbaum.

THANK YOU