

# Formatting Guidelines for CAMWS Abstract Submissions

**Please use the following guidelines in preparing an abstract for submission to CAMWS. Abstracts which do not follow these guidelines may be returned to the submitter for revision.**

**Spacing:** All abstracts must be double-spaced.

**Font:** Use 12-point Times New Roman font. Enter any non-Roman text using Unicode. Do not use special effects like SMALL CAPS or ALL CAPS.

**Margins:** Set a 1-inch margin on all four sides.

**Page Format:** Do not use headers, footers, foot or endnotes, page numbering or tracking. Please zoom the document to 100% of its actual size.

**Title:** Center the title at the top of the page. Do not use bold or underlining in your title. Do not put the title in quotation marks unless it is an actual quotation.

**Paragraphs:** Indent all paragraphs, including the first, with a one-inch tab. Do not skip lines between paragraphs.

**Length:** The combined length of the abstract (or panel/workshop description) and its list of works cited must not exceed 800 words, including the title.

**Bibliography:** Citations are optional, but are recommended for scholarly (as opposed to pedagogical) abstracts. Use abbreviated (author-date) citations in the body of the abstract, and provide bibliographical information for each work cited in a list at the end of the abstract. Cite only enough to locate your argument within relevant scholarship (no more than ten items) and, do not list in the bibliography works not cited in the abstract.. Do not skip lines between bibliography entries. Use indenting for all lines after the first for each entry.

**File Name:** Do not put your name in the file name. Avoid use of spaces in the filename.

Authors of abstracts and organizers of panels/workshops are not to be identified by name anywhere in their proposals.

Abstracts for workshops should describe the general goals of the workshop, the roles played by each presenter and expectations of the audience.