

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. Do not justify the right margin.

Page Format: Do not use headers, footers, foot or endnotes, page numbering or tracking. *Italicize* all foreign words.

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 .5-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 recommended for scholarly (as opposed to pedagogical) abstracts. Use abbreviated (author-date) citations in the body of the abstract and provide bibliographical information only for works cited in a list at the end of the abstract (no more than ten items). Do not skip lines between bibliography entries. Use indenting for all lines after the first for each entry.

File Name: Use a key short phrase that represents the topic (**Cicerosletters.docx**; **SophoclesAjax.doc**; **FunwithAblatives.docx**) as the file name. **No .pdfs, please.**

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

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

A round-table proposal should describe the topic to be discussed, what the round-table discussion leader(s) considers as the goal of the discussion.

A poster presentation abstract should highlight the major points of the research and explain the importance of the work, the methodology, and the conclusions.