



Guidelines for publication of papers presented during the 32nd Symposium of the ICTM Study Group on Ethnochoreology, Brežice, Slovenia 2022

DUE DATE FOR COMPLETED PAPERS: 15 January 2023

The post-symposium publication is a full record of the 32nd symposium held 29 July–5 August 2022 in Brežice, Slovenia. Two themes are featured: Reconsidering Knowledge Production in Dance Research; Inclusion/Exclusion in Dance Communities. Multi-subject poster and student presentations are also included.

Each symposium participant is encouraged to submit their presentation in article format with cited references, keywords, illustrations and a short abstract about the article, all within 30,000 characters with spaces (approximately six single-spaced pages). Poster and student presentations should be within 15,000 characters with spaces (approximately three single-spaced pages).

The text and illustrative content of each article is the author's responsibility. The papers are a result of the symposium's Programme Committee's evaluation of submitted proposals. The editors of the post-symposium publication are responsible for the clarity of the texts, the style format and copy-editing of the entire volume to ensure the publication's high academic level. They check the correctness of cited references with dates and page numbers, confirm website access of online citations, check consistency in English language punctuation and spelling, check correctness in transliteration, diacritical marks, and translations of the many non-English language sources from our international array of authors.

SUBMISSION GUIDELINES:

- The text be sent as **one Word file**. This file should **not exceed 30,000 characters with spaces** (text for poster and student presenters should not exceed **15,000 characters with spaces**) and should include:
 - Full name of the author, town and country of residence, title of paper.
 - Short abstract of the text (400–500 characters with spaces) and keywords (5 words showing both geographical and subject content).
 - Text with automated endnotes. This part should not exceed 20,000 characters with spaces (the length is approximately four and a half-pages of text of single-line spacing or approximately 3000 words). Text for poster and student presenters should not exceed 10,000 characters with spaces.
 - The References Cited section should include only those sources, which are referred to or directly quoted in the paper, presented in DdA style.
 - The author's bio should not exceed 400–500 characters with spaces. In addition, the author should indicate their affiliation/independent scholar status and e-mail contact.
 - **Special note for panels and round-table presenters:** Panel coordinators should organize whether each participant submits a separate contribution (with a shared panel introduction of 400–500 characters with spaces), or whether the panellists write a single co-authored text.

- **Special note for poster presenters:** Poster authors can choose whether they prefer to have their poster reproduced within the size of a page, or whether they write their posters in the format of an article within 15,000 characters with spaces.
- English or American punctuation and spelling style may be used. Please be consistent in your use. Make sure your article is proofread before submitting.
- **Illustrations** (photographs, tables, graphs) sent separately are preferably in JPG or TIF format, with a minimum 250 dpi. A maximum of three illustrations will be accepted in each article (therefore reducing text length, as each illustration counts as 1500 characters with spaces); for student presentations, one illustration only within the article. Include captions of the illustrations in an appropriate placement in the text.
NOTE: each author is expected to acquire permission to use any photo or illustration that is not personally one's own. The caption should include the source and year of the image.

FORMATTING GUIDELINES:

- Select A4 paper size
- Margin settings at 2.5 centimeters (all four sides)
- Set tabs at 1 centimeter. Therefore paragraph indent is at one centimeter with no line spacing between paragraphs.
- Times New Roman in font **size 12 throughout** (including abstract, captions, endnotes, and references).
- Sub-headings are bolded.
- **Do not use computer-generated styles** or formatting such as auto-spacing between lines or paragraphs, auto-numbering or bulleting (for figures, lists, sections, and so on), or for referencing programs. **Automatic endnote numbering is an exception.** During the editing process, we will reformat your endnotes manually.

Referencing: For referencing style, the *DdA reference format for dance* is online at: <http://104.251.121.9/pdf/dda2010aa.pdf> Or you can follow the DdA referencing and endnote model used in the latest 2021 Kláipeda proceedings.

Citation: Use in-text citation in round brackets: (Author 2022) or (Author1 2022; Author2 2022), if a page is needed (Author 2022:297). If multiple authors use alphabetical order.

Quotations: Quotes of less than two lines should be enclosed in double quotation marks and should run on in the text, with the full stop after the citation. Quotations of more than two lines should be indented from the left using one tab, with a blank line above and below. A quote within a quote has single quotation marks. Please use straight rather than curved quotation marks.

Use *italics* for special terms and titles of books.

General principle: Use italics for titles of books and special words for genres, dances, customs, "quote marks" for quoted words, titles of songs, choreographies, bands and ensembles (if needed), 'single quote marks' for emphasis and stressing a word.

Formatting centuries: We adopted using 20th century as nearly everyone uses this format now, apart from some more traditional writings. Do not use superscript as this is reserved for endnote citations.

Formatting dates: Preferred date format 29 July 2021. Do not use superscript as this is reserved for endnote citations.

Formatting numbers: Generally the preference is for numerals from 10 onwards.

Contractions: No contractions such as don't, can't, I'll, unless part of an exact quote or oral speech pattern.

Latin abbreviations: Avoid using i.e., viz., ibid. etc.

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Send your file in Microsoft Word (.doc) format identified with your name to the 32nd symposium editors: Rebeka Kunej rebeka.kunej@zrc-sazu.si and Ann R David a.david@roehampton.ac.uk.