

SUBMITTING PAPERS FOR THE ISSA 2023 CONFERENCE

Instructions for authors

Papers can be submitted between 8 July and 1 October 2023. In order to do so, please upload your paper at <https://formdesk.com/universiteitleiden/issa23-papers>. The paper must be written using the template file (see below) and uploaded as a Word file (no other formats, such as .odt or .pdf, are allowed).

Papers should not exceed 5000 words (references not included). All authors should ensure that their paper is in agreement with generally accepted standards for academic papers in English. Papers that are not formatted according to the guidelines below will not be accepted.

Template

The file “ISSA23_template_paper.docx” available on the ISSA website should be used as a template for submitting papers. Simply substitute the information from your paper for that in the template to comply with the specified formatting requirements. Be sure to “match destination formatting” when cutting-and-pasting.

What follows are more detailed formatting instructions.

1. BASIC FORMAT OF THE CONTENTS OF THE PAPER

- Submissions should be in Times New Roman 12 point type-size, single-spaced (with no space between paragraphs), and fully-justified (both flush left and flush right). Leave only one space after any punctuation mark, NOT two.
- Except for TAB and ITALIC, no other formatting options should be used. Do NOT use any other options for structuring (such as CENTRED TYPE, HYPHENATE and RIGHT-JUSTIFY) or for letter design (such as BOLD and UNDERLINE.)

2. BEGINNING

The paper must begin with the title, flush left, in 16-point type, (only the first word and proper names capitalized), followed by one blank line, followed by the author's name (or authors' names) in 14-point type all in CAPS, followed by one blank line, followed by the author's contact information in 10-point italic type on several lines (department, institution, city and province/state, country and postal code, e-mail address), followed by three blank lines, followed by a short abstract (75 word maximum) in 10-point type introduced by the word "ABSTRACT:" in capital letters, followed by a blank line, followed by "KEY WORDS:" followed by up to 10 key words, listed alphabetically, separated by commas, all in 10-point type, followed by two blank lines. Both the abstract and the list of key words must be fully justified (both flush left and flush right).

3. SECTION AND SUBSECTION HEADINGS

- Section headings should be all caps, flush left, and with a blank line before and after them. Section headings should be numbered consecutively.
- Sub-section headings should be in lower case italics with an initial capital on the first word only, and should be preceded and followed by a blank line. They must be consecutively numbered within the section number (e.g. sub-sections 1.1, 1.2 and 1.3 of section 1).

- Paragraphs should begin flush left at the beginning of the paper and at the beginning of each titled section or sub-section, but otherwise be indented one tab stop (approximately half an inch, or 1.3 centimetres). Never use the space bar to indent.

4. QUOTATIONS

Use double quotation marks for quotations; only use single quotations marks for quotations within quotations or around a term that is being mentioned (example: ‘argument’ is spelled with one ‘e’). Long quotations (more than two lines long) should be indented one tab stop, but flush right, in 10-point type, and not in quotation marks. There should be a blank line before and after any such indented quotation.

5. CITATIONS, REFERENCES LIST AND REFERENCE STYLE

- Do not use footnotes for citation purposes. **All source citations must be in the body of the text.** Literature should be referred to by its author’s surname (or authors’ surnames) and the year of publication of the work cited, followed by a comma, and followed by ‘p.’ then a space then the page number. For two or more pages, use ‘pp.’ and the first and last page number separated by a hyphen (examples: Toulmin, 1958, p. 124; van Eemeren & Grootendorst, 2004, pp. 147-150; Pinto, Blair & Parr, 1994, p. 14). Complete descriptions of the publications referred to are to be presented in a list called “REFERENCES” for citations at the end of the text (see below).
- Works cited in the paper should be listed at the end of the paper after an interval of two blank lines. Both the heading “REFERENCES” in all capital letters and the entries under this heading should be in 10-point type. There should be one blank line between the heading and the first reference. References should have a hanging indent; that is, the first line of each entry should be flush left and subsequent lines should be indented one tab, i.e., the same distance from the left margin as the indentation of a paragraph in the body of the paper.
- The references should conform to the American Psychological Association (also known as “APA”) format. See the following examples (book, article in journal, article in book):

Toulmin, S. E. (1958). *The uses of argument*. Cambridge: Cambridge University Press.

Benoit, W. L. (1989). Attorney argumentation and Supreme Court opinions. *Argumentation and Advocacy*, 26, 22-38.

Eemeren, F. H. van, & Grootendorst, R. (1993b). The history of the argumentum ad hominem since the seventeenth century. In E. C. W. Krabbe, R. J. Dalitz & P. A. Smit (Eds.), *Empirical Logic and Public Debate. Essays in Honour of Else M. Barth* (pp. 49-68). Amsterdam: Rodopi.

6. TABLES AND FIGURES

Tables and figures should be inserted with a blank line before and after them, numbered consecutively and provided with appropriate captions. They should be referred to in the main text in this manner, e.g., “in table 2” (rather than “in the following table:”). Figures should be inserted in the body of the paper as .jpeg files (it is not necessary to add figures in separate files).

7. EXAMPLES

Examples should be numbered with Arabic numerals (1,2,3, etc.) in parentheses consecutively, indented one tab stop and inserted with a blank line before and after them. Whenever applicable, examples must be followed by proper citation. Examples in languages other than English should be in italics with an approximate translation.

8. NOTES = FOOTNOTES

Make notes by using the option FOOTNOTE. (Do NOT use or insert endnotes). Footnotes should be in 10-point type, single-spaced with a 4-point space between paragraphs, and fully-justified. Restrict the number of footnotes to a bare minimum.

9. PAGE NUMBERS IN RUNNING FOOTER

Place Arabic page numbers in a footer, centred, in 12 point font, starting on page 1.

10. SAVING YOUR PAPER

Save your paper as a Word document with a .docx extension. Please save your paper using the following document naming convention: ISSA23_lastname.docx.

Examples: ISSA23_Pilgram.docx
 ISSA23_Boogaart_Jansen_van_Leeuwen.docx