

INSTRUCTIONS FOR THE SASSI CONFERENCE PROCEEDINGS

SASSI conference proceedings are produced in two forms. First, accepted papers are compiled, a Table of Contents added, then copied, bound, and mailed to presenters in late summer/early fall.

The compilation is also published electronically with a Library of Congress ISSN number (2572-4320). The electronic proceedings are archived through the University of Northern Colorado's University Libraries using their service Scholarship & Creative Works @ Digital UNC (<http://digscholarship.unco.edu/>).

For those authors who paid the proceedings surcharge, please submit your finished text by email to sassi@unco.edu. The deadline for submission is generally late spring/early summer. The specific date each year will be posted on the web page and emailed to eligible authors.

Microsoft Word documents only. Other formats will not be accepted.

With exceptions noted in the **sample below**, follow recent MLA guidelines.

Please contact us if you have any questions,

Thomas Endres, SASSI Exec. Dir.

Full Paper Title in Title Case (Centered, Boldface)

First Author (Centered)

First Author Affiliation (Centered)

Second Author (Centered)

Second Author Affiliation, etc. (Centered)

For body of the text, use Times New Roman at 12 pt font. Page limit is approximately 10 pages, single-spaced, using 1" margins on all sides. Justify the text so margins are clean on both left and right edges. Allow the word processing program to autowrap sentences. Use hard returns only at the end of paragraphs. Keep computer commands to a minimum, e.g. tabs for indent, superscript for endnotes, hard return at the end of paragraphs. Do not include page numbers, headers, footers, column inserts, page breaks, or similar commands.

For readability, include a double space between paragraphs. Indent the beginning of each new paragraph using a single Tab. Use only one space after a period. While headings and subheadings are not required, if used, they must be consistent and follow MLA guidelines, e.g.

Level 1 Heading: bold, flush left

Level 2 Heading: italics, flush left

Level 3 Heading: centered, bold

Level 4 Heading: centered, italics

Level 5 Heading: underlined, flush left

Please make sure to proofread carefully. Papers will not be edited for content, spelling, or grammar. Use endnotes, not footnotes, and type the endnotes in manually at the end of the paper. Do not use an automatic endnote/footnote program. Use superscript for the endnote numbers, space between the number and the note, and use the regular text font (12 point) for the notes themselves.¹ Place Endnotes before Works Cited.²

For longer internal quotations, use block text with inset justified margins. Recommended that you type the content, using a hard return both before and after the intended block. Highlight the entire block, right-click and select Paragraph. Under Indents and Spacing, set indentations for both left and right margins at 1" and select OK.

Artwork, photographs, tables, and figures should be kept to a minimum, and must fit within specified margins and page limits. Include them only when it is necessary and pertinent to the analysis. For example, Endres (2014) needed to include tables comparing male and female speaking turns in a study of syndicated comic strips. Color images will be retained for the electronic version, but hard copies will be printed in black and white. It is the author's responsibility to ensure that proper copyright permissions have been obtained.

All works must be cited appropriately, both within text and in Works Cited section. Contrary to MLA guidelines (MLA Handbook, "MLA Works Cited"), do not start the Works Cited section on a new page, nor double-space the citations. Should instances of plagiarism be discovered in published proceedings, a retraction statement will be added to the archived electronic version. Likewise, self-plagiarism is to be avoided. While some level of textual re-use occurs in many academic writings, the intent is for this essay to be an independent creation. Previous presentations and publications of materials should be acknowledged.

Endnotes

¹ Use Tab for the first line of an endnote, and do not space between endnotes.

² Put one hard return space between body of text and Endnotes, and between Endnotes and Works Cited.

Works Cited

Endres, Thomas G. "The Silent Heroine in Syndicated Comics: (Re)Search after 30 Years." *The Image of the Hero III: Proceedings of the 2014 Conference of the Society for the Interdisciplinary Study of Social Imagery, Colorado Springs, CO*, edited by Will Wright and Steven Kaplan, Colorado State University – Pueblo, 2014.

MLA Handbook, 8th ed., The Modern Language Association, 2016.

"MLA Works Cited Page: Basic Format." Purdue Online Writing Lab. Purdue U, Jan. 2017, owl.english.purdue.edu/owl/resource/747/05. Accessed 20 Feb. 2017.