

## ***Instructions for submitting Papers and Commentaries for the OSSA 2009 Proceedings***

A NOTE ABOUT PRESENTATIONS AT THE CONFERENCE: The Paper Presenters will have 25 minutes maximum, the Commentators, 12 minutes maximum, to present their material. If it would take longer than 25 or 12 minutes to present the written version of your Paper or Commentary, please prepare a shorter version to present at the Conference. Time limits will be strictly enforced for everyone.

The version of the Paper presented at the Conference *must not differ substantially* from the version sent to the commentator at the end of March. In particular, any ideas or arguments explicitly discussed in the Commentary on the Paper *must* be included in the version presented at the Conference.

Papers should normally be in the 2,500-4,000 word range, Commentaries normally in the 1,000-1,500 word range.

Formatting instructions for a Paper and a Commentary for the *Proceedings* are the same, with the exception that there is no Abstract or list of Keywords at the beginning of a Commentary. For an illustration of how the instructions are to be followed, see the respective Templates for Papers and for Commentaries that are posted on the OSSA 2009 website.

**CONFERENCE PAPER: No later than Tuesday, 31 March 2009** please send by e-mail as a separate attachment (1) your Paper to your commentator and (2) at the same time send to OSSA 2009 at <oss@uwindsor.ca>. In the subject line of your message to OSSA 2009, please enter: “Proceedings <Author Name>” (e.g., Proceedings Blair); the name of the attached file should be your surname (e.g., Blair). *This is the version of the paper that will appear in the Conference Proceedings.*

**Prior to 31 March 2009** we will have written you with the name and email address of the person who will present the Commentary on your paper.

**COMMENTARY: No later than Monday, 25 May 2007**, please send your Commentary for the program and the proceedings by e-mail as a separate attachment to two places: (1) to <ossa@uwindsor.ca> and (2) to the person on whose paper you are commenting. In the subject line of your message to OSSA 2009 please enter: “Commentary <Your Name>” [example: “Commentary van Eemeren”]; the name of the attached file should be your surname [example: “van Eemeren”]. *This is the Commentary that will appear in the Conference Proceedings.*

**Prior to 31 March 2009** we will have written you with the name and email address the author of the paper you will have agreed to comment on.

The **title** of the commentary should be: Commentary on: <Author’s Name(s)> “<paper title>” [example: Commentary on: J.A. Blair’s “Argument and its uses”]

**PAPER COPIES:** Please also hand in a paper copy of your Conference Paper and/or of your Commentary(ies) at the **Registration Desk** when registering at the Conference.

**REPLIES to COMMENTARIES:** Each person presenting a Paper may write a brief “Reply” to the Commentary on his or her Paper, for inclusion in the Conference Proceedings. The maximum length permitted for Replies is 500 words, and **Replies MUST be received no later than Monday, 22 June 2009** to be included in the Proceedings. Use the same formatting as for

Commentaries, and send a copy to each of (1) [ossa@uwindsor.ca](mailto:ossa@uwindsor.ca) and (2) your Commentator. In the subject line of your message to OSSA please enter: “Reply <Your Name>” [example: “Reply Govier”]; the name of the attached file should be your surname [example: “Govier”].

The **title** of the Reply should be simply: “Reply to my Commentator.”

**WORD-PROCESSING PROGRAM:** the paper and the commentary must be formatted as either MS Word for Windows (.doc) files, or as Rich Text (.rtf) files. Submissions in other programs cannot be accepted. If submitting a Word document, you must use Word 2003 format (or an earlier Word format)—those who are using Word 2007 can easily save their documents in Word 2003 format.

**BASIC FORMAT OF THE PAPER:**

- (1) Submissions should be in Times New Roman font, 12 point type-size, single-spaced, and fully-justified (both flush left and flush right). Leave only one space after any punctuation mark—NOT two.
- (2) Except for paragraphs immediately following headings, the first line of each paragraph should be indented one tab stop.
- (3) Except for TAB and *ITALIC*, no other formatting options should be used.
- (4) *Do NOT use* any other options for global structuring (such as CENTRED TYPE, HYPHENATE and RIGHT-JUSTIFY) or for letter design (such as BOLD and UNDERLINE.) You may, however, use numbered or bulleted lists, numbered formulae, indented paragraphs for extended quotations, and Word footnotes (to be used sparingly for purposes other than citations).

**PAGE NUMBERS IN RUNNING FOOTER:** Place Arabic page numbers in a footer, centred, in 12 point font, starting on page 1.

**QUOTATIONS:** Use double quotation marks for quotations or for “scare” quotes; 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.

**CITATIONS:** 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, 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 and Grootendorst 2004, pp. 147-150; Pinto, Blair and Parr 1994, p. 14). Complete descriptions of the publications referred to are to be presented in a list called “REFERENCES” at the end of the text.

**DIAGRAMS:** Only diagrams that reproduce in Word will be printed. They should appear in the submitted document where and as they are intended to appear in the final paper.

**NOTES = FOOTNOTES:** Make notes by using the option FOOTNOTE. (Do NOT use or insert endnotes). Do not use any formatting options in the footnotes. Restrict the number of footnotes to a bare minimum.

**REFERENCES LIST:** 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.

**REFERENCE STYLE:** 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 and R. Grootendorst (1993b). The history of the *argumentum ad hominem* since the seventeenth century. In: E.C.W. Krabbe, R.J. Dalitz and P.A. Smit (Eds.), *Empirical Logic and Public Debate. Essays in Honour of Else M. Barth* (pp. 49-68, Ch. 4), Amsterdam/Atlanta: Rodopi.

**TEMPLATES:** The files "Template for Authors.doc" and "Template for Commentators. doc" may be used as a template for submitted Conference Papers or Commentaries, respectively. Simply substitute the information from your paper or commentary for that in the template to comply with the specified formatting requirements. Be sure to "match destination formatting" when cutting-and-pasting, and ensure that items such as QUOTATION STYLE, FOOTNOTE STYLE, CITATION STYLE, and REFERENCE STYLE are adhered to.

**COMMENTARIES** must be ready to be published as received. The organizing committee will decide whether a submitted commentary merits publication in the Proceedings, but will make no corrections. Commentaries not formatted suitably for publication or with excessive typographical or grammatical errors might be excluded from the Proceedings. They will be returned to their author(s) for correction only if time permits and at the organizing committee's sole discretion.

**QUESTIONS:** Any questions regarding document formatting should be addressed to Tony Blair at [tblair@uwindsor.ca](mailto:tblair@uwindsor.ca)