Proceedings of ECA 2019 Groningen
Instructions for Authors and Commentators

1. GENERAL REQUIREMENTS

1a- **Regular papers**, including papers presented as part of a thematic panel, should be in the 3,500-5,000 word range.
1b- **Long papers** should be in the 5,000-7,000 word range. Long papers should be as close as possible to the one sent earlier to the commentator. Please do not revise your paper in any way that may render the commentary irrelevant.
1c- **Commentaries** should be in the 1,000-2,000 word range.

2. TEMPLATE

Please use one of the templates attached "ECA2019-TemplatePaper.dot"/ "ECA2019-TemplateCommentary.dot". 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. Please note that the template has customised styles embedded in it to facilitate formatting.

3. BASIC FORMAT OF THE CONTENTS OF THE PAPER

Submissions should be in Cambria font type and single-spaced (with no space between paragraphs). The main font is in 11 point size but specific parts are in 10-14 point size (details below). Leave only one space after any punctuation mark—NOT two.

4. BEGINNING

Paper (regular or long). The paper must begin with two blank lines (all blank lines are 11 point type), followed by the title, centred, in 14 point type (only the first word and proper names capitalized), followed by one blank line, followed by the author's name in 12 point type all in CAPS, followed by the author's affiliation in 12 point italic type in one single line (department / institution / University, Country), followed by the author's email address in 12 point italic. In case of multiple authors, insert a blank line and repeat the same above. After author's email address, insert two blank lines, followed by the short abstract appearing in the programme (75 word maximum) in 10 point type with special paragraph indentation: 0.5" before and 0.5" after, 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 with special paragraph indentation: 0.5" before and 0,5" after, followed by two blank lines.

Commentary. The commentary must begin with two blank lines (all blank lines are 11 point type), followed by the title of the commentary in one line (if applicable) and in another line Commentary on LastNamePaperAuthor's PaperTitle, ALL centred, in 14 point type (only the first word and proper names capitalized). The title should be followed by one blank line, followed by the commentator's name in 12 point type all in CAPS, followed by the commentator's affiliation in 12 point italic type in one single line (department / institution / University, Country), followed by the commentator's email address in 12 point italic. In case of multiple commentator's, insert a blank line and repeat the same above. After commentator's email address, insert two blank lines.

5. SECTION AND SUBSECTION HEADINGS

Section headings should be all caps, justified, 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 without any special indentation at the beginning of each titled section or sub-section, but otherwise be indented first line 0.5". Never use the space bar to indent.

6. 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 (0.5" before and 0.5" after), in 10-point type, and not in quotation marks. There should be a blank line before and after any such indented quotation (blank lines are always 11 font type).

7. 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: Tindale, 2015, p. 124; Jackson & Jacobs, 1980, pp. 260-261; Pinto, Blair & Parr, 1994, p. 14). Complete descriptions of the publications referred to are to be presented in the reference section (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):

Jackson, S., & Jacobs, S. (1980). Structure of conversational argument: Pragmatic bases for the enthymeme. *Quarterly Journal of Speech*, 66(3), 251-265.

Tindale, C. W. (2015). *The Philosophy of Argument and Audience Reception*. Cambridge: Cambridge University Press.

Wenzel, J. W. (1990). Three perspectives on argument: Rhetoric, dialectic, logic. In J. Schuetz & R. Trapp (Eds.), *Perspectives on Argumentation: Essays in Honor of Wayne Brockriede* (pp. 9-26). Prospect Heights: Waveland.

8. NOTES, FOOTNOTES

Make notes by using the option FOOTNOTE. (Do NOT use endnotes). Footnotes should be in 10 point type with a 3 point space after paragraphs. Restrict the number of footnotes to a bare minimum.

9. EXAMPLES

Examples should be numbered with Arabic numerals (1, 2, 3, etc.) in parentheses consecutively. They should be indented 0.5" before and 0.5" after and 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.

10. TABLES AND FIGURES

Tables and figures should be inserted with a blank line before and after them, numbered consecutively (Table 1, Table 2, ... etc / Figure 1, Figure 2, ... etc) 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:"). Please use Cambria font type in tables and figures. Figures should be inserted as .jpeg files, in line with text. In case you have tables and/or figures, please send us a *.pdf version of your paper, and mention the pages on which the tables/figures appear. This will help us double check that all is as it should be.

11. MATHEMATICAL / LOGICAL SYMBOLS
In case you are using symbols, please send us a pdf version of your paper, and mention the pages on which the symbols appear. This will help us double check that all is as it should be.

12. APPENDIX
In case you need to add an appendix, add it at the end of the document. Insert two blank lines after the last reference and above "APPENDIX". Add one blank line after "Appendix" and then add the text of the appendix. Use 10 font type.

13. PAGE NUMBERS IN RUNNING FOOTER
Arabic page numbers are already placed in the footer (in 11 point font, starting on page 1). Do not change that.

14. FILE NAME
Please save your manuscript in doc/docx format. The title of the document should be as follows:

Regular paper:
       ECA2019regularAuthorsLastName
Regular paper in a thematic panel:
       ECA2019regularthematicAuthorsLastName
Long paper:
       ECA2019longAuthorsLastName
Commentary:
       ECA2019commentaryCommentatorsLastNameAuthorsLastName

In case of multiple authors do the following: up to three authors, mention ALL authors' last names; four authors or more, mention only the last name of the first author followed by "Etal".

15. MANUSCRIPT SUBMISSION
Send us your paper/ commentary by email, to ecagroningen2019@rug.nl, in the subject write: Proceedings ECA 2019 Groningen – AuthorsLastName.

16. SUBMISSION DEADLINE
The submission deadline is September 30, 2019.

17. QUESTIONS
Any questions regarding document formatting can be addressed to ecagroningen2019@rug.nl.