PROCEEDINGS OF PANPAPANPALYA 2018, THE 2ND JOINT CONGRESS OF

daCi Dance and the Child International and   **WDA**   World Dance Alliance
Global Education and Training Network

Guidelines for submitting full paper submissions
Deadline 31 October 2019

All papers will be double-blind peer reviewed by members of the congress proceedings panel to ensure an adequate standard, that the proposed subject of the submitted abstract has been followed, that the paper is of a suitable length, the standard of English is adequate and the paper is appropriately referenced.

The proceedings will be jointly published on-line by daCi (dance and the Child international) and WDA (World Dance Alliance Global Education & Training Network) through Ausdance National www.ausdance.org.au and linked to their respective websites.

For all those submitting full papers for consideration in the proceedings publication, please follow the presentation and formatting instructions below. Papers that do not strictly adhere to these instructions will not be eligible for review.

Language
Papers must be submitted in English. Please use the Macquarie Dictionary (see **Use of English Spelling** below).
For authors whose first language is not English we request that you have your work proof-read prior to submission by a native English speaker (or at least a fluent English speaker). Papers can be rejected due to a poor standard of English.

Eligibility
Submissions are limited to:
- those authors (single or joint) who delivered scholarly presentations;
- one submission only for scholarly panels - either a joint or multi-authored paper that synthesises the various contributions of panel members into a sustained and coherent academic argument;
- one contribution per author (whether single, joint of multi-authored);
- papers that have not been published or publically distributed – whole or in part – in any other publication;
- authors who have not submitted the paper for consideration to any other publisher.

Editors:
On-line Proceedings co-editors:
Dr Jeff Meiners and Dr Debbie Price, University of South Australia

Submission procedure

Papers must be submitted in English via this email to the editors who will send them out for peer review: jeff.meiners@unisa.edu.au

Please direct all formatting and submission inquiries to the same email.

Since the papers will be sent out anonymously to blind reviewers, **please submit as a separate Word document** the following details:

- author's name;
- author's title and/or affiliation;
- contact information: email address and phone number;
- title of paper;
- abstract (150 words);
- 5 keywords;
- biographical information of no more than 100 words to include current evidence of expertise in the topic of the article;
- copyright statement: e.g. © 2019, Name Surname (please note that daCi, WDA and Ausdance will own copyright of the publication collectively but authors retain individual paper copyright);
- a statement from the author stating that the submission has not been published, submitted, or accepted for publication elsewhere.

Paper submission content includes:

- the body of the text which should be an extension of the presentation given at the congress, containing no identifying material (in order for the paper to be blind refereed);
- diagrams and tables (optional and should be formatted to fit within the margins of the text);
- acknowledgements (optional);
- endnotes if supplementary material / explanation is needed;
- list of references (include only those publications referenced within the text);
- photographs (optional) embedded in the text of the document and converted to minimum 300 dpi, saved as a jpeg file. You must provide a suitable caption and include the name of the photographer, those represented and other relevant details (name of work, company/group/choreographer, photographer, place, year). No more than four photographs per paper will be considered.
- If relevant, URL of a single video link (YouTube or Vimeo) to be embedded in the text at the appropriate place;
- Authors must obtain permission to publish illustrative materials if by individuals other than themselves and include this information under each visual. Authors will be required to sign a statement that all visuals are original or have received permission from the original source.

Page Limit

Minimum of 4,000 and maximum of 5,000 words (including endnotes and references)

Submission format

All papers must be submitted as an MS Word (or equivalent) document (**not a PDF**) so that track changes and comments can be made by reviewers and editors in returning the manuscript for revisions.

Font and spacing
The body of text should appear in 12 pt. Arial, single spaced. Please do not use headers or footers and ensure that the spacing before or after (in the paragraph tab) is set at 0 pt and that the text is left justified (aligned).

Margins
Top and bottom margins as per default setting (2.54 cm or 1 ")

Referencing style
American Psychological Association (APA) style for citations and references. Please note that bibliographical references are placed in the text (not as footnotes or comments). Example: (Copeland & Cohen, 1983, p.14). The full APA Styleguide can be found easily on many university sites. An example is at: https://owl.english.purdue.edu/owl/section/2/10/ However, since Styleguides are updated regularly and there are discrepancies, this document summarises the major rules to follow for this publication, including examples.

Use of English Spelling
Use the Macquarie Dictionary and take the first spelling listed. A free 30-day subscription is available: https://www.macquariedictionary.com.au

Formatting and layout – tips to follow
- Section headings should be bolded.
- Heading and sub-headings: only capitalise the first letter of each word and proper nouns.
- Leave a one line space between paragraphs and sub-sections and do not indent.
- Names of performances, plays, films, operas, musicals, long poems and artworks should be in italics; the titles of articles, songs, short poems and musical pieces should be placed within single quotation marks.

Capitalisation
- Books: only capitalise the first letter of the first word and any proper nouns.
- Periodical titles (journals, magazines, newspapers): Capitalise all words in a title other than articles, prepositions and conjunctions.
- Journal articles: only capitalise the first letter of the first word and any proper nouns.
- Job titles: use capitals for titles prefixing names, but not for job descriptions.

Italics
- books and periodicals (but not articles in periodicals)
- dance works, plays, films, operas, musicals, long poems, and art works
- films, videos, and television and radio programs
- foreign words and phrases that are not yet regarded as having been absorbed into English (in an English dictionary).

Quotation marks

- Use single quotation marks, with double quotation marks only for quotations within quotations. The punctuation, capitalisation and spelling of the original should be followed.
- Quotations of 40 words or more should be indented via the default setting (1.25 cm) as a separate block of text without quotation marks, leaving a line space before and after the quotation.

Abbreviations, acronyms and initials

For initials of given names, awards and honours and any other acronymns use the unpunctuated, unspaced form (without full stops/ periods or spaces).eg Dr Cheryl Stock AM

Page Numbers

Use Arabic numerals, eg 1, 2, 3 … centred at the bottom of the page.
Formatting tip:

- Click on 'Insert' from the menu at the top of your screen in an open Word document;
- Click on 'page numbers' and follow prompts.

Acknowledgements

The title Acknowledgements should be used if the author includes a brief acknowledgement statement. It should be bolded in 12 pt. Arial font. The statement itself should be only two or three sentences maximum.

Endnotes

- Please use endnotes, not footnotes.
- Use Arabic numerals (e.g. 1, 2, 3, etc.), **not** Roman numerals (e.g. i, ii, iii, etc.)
- The endnote number that appears in the text should be 12 pt. Arial superscript.
- Both the number and text in the endnote section at the end of the paper should be 10 pt. Arial without superscript.
- Ensure numbering has been switched to Arabic numerals before commencing the insertion of endnotes.

Reference list

- The reference list will actually be part of the last endnote. Leave a blank line between the last line of the endnote text and the title References (tip: Keep reference list as a separate file until you have finished the Endnote formatting and then insert after last endnote).
- The title References should appear after the endnotes. It should be bolded in 12 pt. Arial.
- The text of the references should be 11 pt. Arial.
- Reference indentation: first line of a citation should be aligned to left margin; use hanging indent for successive lines.

APA style referencing tips

- Author: Last name, comma, initials:

Jones, R.A.
Jones, R.A. & Smith, A.B.
Jones, R.A., Brown, Y.Z., & Smith, A.B.

- Publishers: Use the briefest form of the name of the publisher (i.e., Human Kinetics, not Human Kinetics Publishers.)
- Journal articles: the title of the journal is in title case, but the title of the article capitalises only the first word of a title and the first word of a subtitle.

Referencing examples

Book
Popat, S. (2006). *Invisible connections: dance, choreography and internet communities.* London and New York: Routledge.

Chapter or component of a book
Cooper Albright, A. (1997). Autobody stories: Cummings and autobiography in dance. In J. Desmond (Ed.) *Meaning in motion: new cultural studies in dance* (pp. 179-206). Durham & London: Duke University Press.

Journal article
De Spain, K. (2000). Dance and technology: a pas de deux for post-humans. *Dance Research Journal*, 32 (1), 2-17.

Conference Proceedings (with more than one author)
Stevens, K., McKechnie, S., Malloch, S. & Petocz, A. (2000). Choreographic cognition: composing time and space. *Proceedings of the 6th International Conference on Music Perception & Cognition* (pp. 1-8) UK: Keele University.

Newspaper review, article
Alexander, M. (2003, December 7). The tribute that brought a tear to Hayden's eye. *Sunday Mail*, p. 13.

Journal article from full text database
Vessenes, P. M. (2003). The secrets of managing your time [Electronic version]. *Journal of Financial Planning*, 16 (8), 30-32.

Web document with author (on-line publication)
Carter, Paul. (2005). Interest, the Ethics of Invention. *Speculation and Innovation: Applying Practice Led Research in the Creative Industries.* Retrieved December 10, 2006, from http://www.speculation2005.net/papers/Carter_Keynote.pdf

Web document with no author
Arts Queensland, Project Grants Program. (2006). Retrieved December 10, 2006, from http://www.arts.qld.gov.au/funding_info_new.asp

Useful APA tips in citing within the text
If the quote is fewer than 40 words:
- use quotation marks.
- citation follows the quote, and punctuation follows the citation.

Examples:
According to H'Doubler, dance 'must be the responsibility of our educators' (1957, p. 59).

According to H'Doubler (1957), dance 'must be the responsibility of our educators' (p. 59).
Virginia Tanner (1981) stated that 'Knowledge and technique in skills cannot be overlooked or slighted' (p. 33).
Virginia Tanner stated, 'Knowledge and technique in skills cannot be overlooked or slighted' (1981, p. 33), even though she also was a strong believer in creativity.

Introducing quotations
- If the introduction is a complete sentence (and you could end it with a period), use a colon before the quote:

Tanner (1981) noted that children live in a different reality: 'His world is filled with fantasy' (p. 30).
- If the introduction is not a sentence and you would not ordinarily end it with a period, use a comma:

Tanner stated, "To a child anything seems possible" (1981, p. 30).
- When you are leaving something out at the <u>beginning</u> or <u>end</u> of a quote, you don't need to use dots (called ellipses) to let the reader know. If you leave out words within a quote, use . . . (three dots) to leave out less than a sentence; use . . . . (four dots) to leave out a sentence or more.
- You can change the first letter of a quote from lower case to upper case or the reverse, so it will be correct in your quote.