

Proceedings Submission Instructions

Thank you for presenting at the ATLA Annual Conference. Your work is a valuable contribution to the professional development of theological librarians. If you have any questions regarding your submission, please e-mail memberrep@atla.com or call us at 888- 665-ATLA (outside North America 312-454-5100).

All submissions will be reformatted according to the *Proceedings* style. Please use the following guidelines to ensure that your paper will be faithfully represented in the *Proceedings* and easy to reformat. If you have questions about grammar, style, usage, etc., consult the Chicago Manual of Style, which is the primary source for ATLA's publication style.

Endnotes

We only accept endnotes. Use numbers (1, 2, 3, . . . etc.). An example:

¹Umberto Eco, *The Name of the Rose* (San Diego: Harcourt Brace Jovanovich, 1983).

Fonts

Use a common font such as Times New Roman, Arial, Trebuchet, etc. If you have headings, please keep the different heading size consistent. You may use the following to help with consistency:

- Main body text: 10pt
- Title and byline: 18pt
- Major section heading: 16pt
- Subheading in major section: 14pt
- Second-level subheading in major section: 14pt italics

Graphics

DO NOT include graphics in your document. Save any graphics separately and attach them in the e-mail along with your paper. In your paper indicate where the graphic should appear (e.g., "Insert Table 1 here"). Graphics with dark backgrounds and color graphics do not reproduce well (the *Proceedings* is black and white). Type your caption in the body of your paper exactly as you want it.

Page Layout

Keep computer commands to a minimum. Tabs and text attributes are acceptable, but avoid complex page layout like columns and tabbed tables. Do not use spaces to align text. Instead, use tabs and justification commands (center, flush right, etc.). Use single spacing consistently throughout the document. Remove all double spacing. You may use double returns to separate headers, sections, etc., but do not adjust inter-line spacing.

Submitting Your File

Please send a PC-compatible electronic copy of your paper and associated files to memberrep@atla.com. Name the file containing your paper some version of your name to distinguish it easily from other papers.

Title and Byline

Please add the title of your paper at the top of the first page along with the name and institution of each author/presenter.

PowerPoint Presentations

The *Proceedings* does not include *just* PowerPoint presentations. We will include your slides along with your submission if it includes an introduction and a description as the slides can print quite small. We strongly recommend you to upload the presentation to your SCHED so that readers can view it there instead.