Dear Faculty Colleague,

I invite you to submit a scholarly essay/chapter for the IOC Conference Book Proceedings. Here are the Writing Guidelines to assist you.

1. Send your essay for the Proceedings by **December 31** to the editor, Gerard Magill (magillg@duq.edu).
2. Send an essay up to **5,000 words**.
3. Your essay should be related to the relevant conference topic. There is a lot of flexibility so that you can submit what suits you.
4. Use **Microsoft Word** formatting for page margins and endnotes, with the font **Times, Regular, 12**.
5. Use **Endnotes** with the following **Reference Format**.
   - Pages in an Article.
   - Pages in a Book.
     Smith, Jane, *Book Title* (City: Publisher, year), 45-48.
   - Book Chapters.
     Smith, Jane, “Chapter Title,” in, Peter Jones, *Book Title* (City: Publisher, year), 50-76.
6. Include a **Literature Section** that lists all works cited in the essay. Use the following **Reference Format for the Literature Section** at the end of the chapter (note that the periods and commas are different from the way they appear in the Endnotes).
   - Articles.
   - Books.
     Smith, Jane. *Book Title*. City: Publisher, year.
   - Book Chapters.
     Smith, Jane. “Chapter Title.” In, Peter Jones, *Book Title* (City: Publisher: year), 50-76.
7. **Graphs & Photographs**.
   a. Please avoid **Graphs and Diagrams** as much as possible. Because these will be printed in black and white, keep them very simple to avoid confusing readers. Provide **copyright permission** if taken from another source.
   b. Please note that we cannot use **photographs**.

Please do not hesitate to contact me for any assistance as you make progress.

Gerard Magill, PhD
Vernon F. Gallagher Chair & Professor
Chair, IOC Conference Committee
Duquesne University, Pittsburgh, PA 15282