## Template for Commentaries and Replies

General Guidelines:

* Use 12-point Times New Roman font, single-spaced, unless otherwise indicated.
* There are no length restrictions for commentaries.
* No abstract or keywords required.
* Commentaries must be in Microsoft Word (.doc or .docx) or in Rich Text Format (.rtf).
* Commentaries must be complete and submitted to the Proceedings by Monday, May 9th, 2016.
* Instructions for submitting commentaries will be posted on the OSSA website.
* Questions should be directed to the editors for the Proceedings, at [ossa11editor@gmail.com](mailto:ossa11editor@gmail.com).

Template:

Commentary on [insert title of paper] [16 point font]

OR for a reply to a commentary

Reply to commentary on [insert title of paper] [16 point font]

Your NAME

Department (10-point font, italicized)

University

Address

Country

Email address

**1. Introduction** [Section numbers and headings optional for commentaries. If used, they should be in boldface; cap only the first letter and the first letters of proper names; no terminal period. Font should be 12-point from here on.]

Insert the first paragraph of the section [no tab for the first paragraph].

Insert the second and later paragraphs of the section, first line of each indented by one tab. [Tabs are 0.3” or 1.0 cm throughout. Quotations and examples are set off by one blank line above and below and 0.3” or 1.0 cm left and right indents.]

**2. Heading of the second section**

Insert the first paragraph of the second section.

Insert the second and later paragraphs of the second section.

**3.** Repeat the preceding format for each subsequent section of the paper.[[1]](#footnote-1)

**?. Conclusion** [insert the appropriate section number]

Insert the first paragraph of the conclusion or summary.

Insert the second and later paragraphs of the conclusion or summary.

**References** [Start first line of each entry at left margin, hanging indent of 0.3” or 1.0 cm for subsequent lines, no blank line between entries.) Examples:

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.

**Citations:** Citations for quotes or other references must follow the APA (American Psychological Association) convention. That is the author’s surname, the date of the work if more than one by that author is cited, and the page number(s) appear after the reference within parentheses in the body of the text and NEVER IN FOOTNOTES. Examples: (Toulmin, p. 64), or (van Eemeren and Grootendorst 1993b, pp. 97-99). Works cited are then listed in the **References** (see above).

1. Any notes must be footnotes, in 10-point font. [↑](#footnote-ref-1)