**STYLE SHEET***Proceedings of the Conference on the Small City and Regional Community*

1. **REFERENCING STYLE**

a.         use *informal referencing:*
e.g., According to Wang (2004)...or Nonmetropolitan areas have had uneven development during the 1990s (Walters, 1998:151).

 b.         when you want to *quote:*
e.g., Wang (2004: 13) said, "Metropolitan - Non-metropolitan differences.

c.         *do not use formal footnoting*:
e.g., Smith1 said...is *unacceptable*

            d.         use *raised numbers* only when you want to elaborate a point, not for referencing.

1. **TABLE FORMAT**

a.         title on top, center, CAPS

b.         source (if applicable) on bottom

c.         use small letters for footnotes in tables

d.         please place tables in the text, not at the end unless special circumstances dictate

1. **NOTES**

a.         use *raised numbers* for notes to elaborate points.

b.         a section called **NOTES** should appear at the end of the paper before the **REFERENCES** section.

1. **REFERENCES**

a.         use the word **REFERENCES** rather than **BIBLIOGRAPHY**

b.         list only those sources cited in the paper

c.         use the following format:

**books** - Smith, J. 2004. *The Small City in America*. Wilkes-Barre, PA: Asby Press.

**journal articles** - Smith, J. and P. Walters. 2003. "Small Cities are Changing." *American Sociological Review*. 53:1223-1245.

**article in book**- Smith, J. and P. Jones. 1999: "Small Cities are Changing." Pp. 25-50 in L. Walters, ed., *The New Rural America*. Sydney: Macquarie Press.

            d.         **use no abbreviations** for journals, books, or other printed materials.

1. **FIGURES, MAPS, DIAGRAMS:**  embed them in the text.

**IMPORTANT NOTE REGARDING COMPUTER FORMAT**

Articles for ***Proceedings*** consideration should be submitted on a 3½-inch floppy disk or sent electronically to smallcity@uwsp.edu

MICROSOFT WORD IS THE PREFERRED PROGRAM.  If you cannot use or convert to WORD send the document as an ASCII (Text) file.   Please write the FILE NAME on the disk or the email submission.  **Also submit a PRINTED HARD COPY of your paper along with the disk or electronic version.**

**EXAMPLES**

**NOTES**

1. There are some inherent limitations involved in rural African crime statistics. For a review of the methodological problems see Owanlgii (2003) and Lambosoto (1999).
2. According to Muskie (2003), disorderly conduct is usually associated with intoxication.
3. There are actually 56 rural counties in Wisconsin; however, the 1998 report on alcohol and drug related arrest rates did not include the counties of Menominee, Pepin, and Sawyer.
4. The measurements used were for individuals who received unemployment compensation and do not represent total unemployment figures.

**REFERENCES (Fictitious)**

Adams, R.P. and P.J. White. 2004.  "Crime in Rural Areas." *Rural* *Sociology*. 53:18-210. *Crime in the United States*-*Uniform Crime Reports*. 2002.  Washington, D.C.: U.S. Government Printing Office.

Duong, P. 1999.  "Small Community Growth." Bulletin No. 141. Toronto: Provincial Planning Office, Department of Administration.

Kalinoski, J.D. and S.G. Sapp. 2000.  "Unemployment and Crime in Small Cities." *Unemployment Today*. 43: 103-112.

Perez, S. 1989. "Small City Crime, *The New Menance*." *New York Times*. May 28: 16.

Rose, S.L. and P.J. Fanucci. 1999. *The Criminal in Society*. San Francisco: Foundation Books.

Wolf, M.J. 2004.  "Nonmetropolitan Crime." Pp. 12-22 in J.D. Newar, ed., *Crime in America*. New Orleans: Elbow Press.

**CHECK LIST**

**Please go through the following check list before submitting your paper:**

1. has *informal referencing* been used?
2. are all sources cited in the text listed in the **REFERENCES** section?
3. do all journal articles have *volume number* and *pages*?
4. are *footnotes* numbered consecutively and used only to expand a point?
5. has the *table format* been used?
6. are originals of all *maps, diagrams, figures* enclosed?
7. has the paper been *word processed* using one of the prescribed programs?
8. has the paper been carefully *proofread* prior to submission?

We greatly appreciate your assistance in facilitating the production of the ***Proceedings***.

Style Sheet Revised 8-25-04