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The Ohio State University
Columbus, Ohio, USA

**Preparing Manuscripts
for ICKL 2025 Conference Proceedings**

Deadline: March 30, 2026

The ICKL 2025 Conference Proceedings should be published in 2026. All participants are encouraged to submit **manuscripts** for each paper or workshop presented during the meeting.

The editors strongly urge that all presenters submit their presentations or descriptions of workshops in the form of a paper.

The Conference Proceedings typesets all manuscripts so that your paper does not have to be submitted in camera-ready form. However, it is very important to follow the Instructions below to expedite the publication process and minimize questions from the editors.

Manuscript Submission.

Submission of a manuscript implies that the material is original material written by the author or co-authors, and that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out (if relevant, and if not carried out as an independent scholar).

Permission.

Authors wishing to include figures, tables, or text passages that have already been published elsewhere and that go beyond what is considered ‘fair use,’ are required to obtain permission from the copyright owner(s) and to include evidence that such permission has been granted when submitting their manuscripts. This permission should be reflected in captions for any such items. Any material received without such evidence will be assumed to originate from the authors.

Biography.

In addition, **all authors** must submit a short biography (no more than 700 characters, including spaces). The biography should start with the author's name and institutional affiliation (if any).

Instructions for Manuscripts

MANUSCRIPTS.

Manuscripts need to be submitted electronically in **.doc or .rtf only**.

They should be prepared for paper size of either 8.5 x11 inches or A4 with 1 inch (2.5 cm) margins on all sides, double spaced using 12 point Times font.

The first page of the manuscript should include the title, subtitle (if any) and author(s) name(s) as follow: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (Ph.D.).

Do not include page numbers, headers, or footers. These will be added by the editors.

Do not include the illustrations and figures themselves in the text. Only the location of illustrations should be indicated by their numbers (and in case of need their captions) within the main text to assist the editorial works. Illustrations will be added, as close to the designated place as possible, by the editors. (See ILLUSTRATIONS)

The Conference Proceedings are printed in **black and white**. **No text or images in color** should be included. All illustrations will be transformed into grayscale by the editors.

HEADINGS.

If you wish to use headings, please use no more than two levels of displayed headings. Headings will be formatted by the editors, the authors are required only to make distinctions between heading levels.

CHARTS.

A chart can be part of the main text or it can be submitted as an illustration. If submitted as an illustration, please take into consideration the size of the type-area (text box) in the Proceedings which is 125x205 mm.

FOOTNOTES.

If additional information is provided that the author chooses not to include within the body of the text, this should be placed in a footnote. Footnotes are numbered consecutively, should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. Footnote numbers or symbols in the text must follow, rather than precede, punctuation.

Example:

The Nama Stap is the central motif of the Nama Stap Dances.⁶

⁶ Motifs are culturally grammatical sequences of movement made up of kinemes and morphokines. They are movement pieces that combine certain morphokines in characteristic ways and are verbalized and recognized as motifs by the people themselves. Motifs are ordered simultaneously and chronologically (choreographed) into grammatical sequences to form dances (Kaepler 1992a: 154).

Always use footnotes instead of endnotes but excessively long footnotes are probably better handled in an appendix.

ACKNOWLEDGMENTS.

Acknowledgments of people, grants, funds, or support of research etc. should be placed in a separate section before the reference list. The names of funding organizations should not be abbreviated, but should be written in full.

CITATIONS AND LISTS OF REFERENCES

Please refer to *The ICKL Style Guide* released in 2017.

ILLUSTRATIONS.

Files for all illustrations and figures must be sent separately from the text file of the papers.

All illustrations and figures should be prepared in black and white or grayscale format only.

Use **high-resolution** figures (min. 300 dpi, or higher). For the best quality final product, it is highly recommended that you prepare all of your artwork – notation, photographs, line drawings, etc. – in an electronic format (LabanWriter, Adobe Illustrator, WMF, JPEG, TIFF, etc.).

Take care, if a bitmap image (e.g. JPEG, TIFF, etc.) is used for notation, the line weight changes if the size of the illustration is changed, while vector images (e.g. Adobe Illustrator or WMF) keep the width of a line.

All illustrations and figures are to be numbered using Arabic numerals (e.g. Fig. 1; Ex. 1; etc.). Illustrations should always be referred to in the text in consecutive numerical order. If a single illustration has more than one part to it, the parts should be labeled with lowercase letter designations (e.g. Fig. 1a, 1b, 1c, etc.). It often helps the reader if you provide explanatory captions (titles) for illustrations other than notated examples.

The illustration files must be labeled in a consistent way, to correspond to the illustrations identified in the text, and should be named with the name of the author (e.g. “nameofauthor_01” corresponds to Fig. 1, “nameofauthor_02a” corresponds to Fig. 2a, etc.).

Do not use spaces in file names and keep file names under 27 characters.

Sending your Manuscript

The manuscript, illustrations and biography must be submitted via email to editors of the Proceedings or by uploading the material(s) to a server (such as dropbox).

To ensure that your manuscript is included in the Proceedings it must be submitted prior to the deadline of **March 30, 2026**.

For further information contact Marion Bastien (proceedings@ickl.org).