Paper Title

First Name Last Name, Company, Rome Italy
Second Author First and Last Name, Company, Location

ABSTRACT

Sample Language follows. Use the Times Roman base font for your maximum 250-word abstract.

Introduction

Your paper will be published along with others to form a comprehensive and consistent body of evaluation knowledge. *These written instructions serve as a representative sample of how your finished paper should look when saved as a pdf.*

Formatting Instructions

Please use the “Paper Format Instructions” sheet (as well as this example paper) as your primary references in completing your paper. No adjustments will be made by IEPEC. Your assistance in helping follow the styles and guidelines outlined for the following parts of your paper will help IEPEC publish a professional quality CD.

Your Paper’s Title

Begin your title at the top margin of your paper and type no more than three lines, centering each line. Refer to the Paper Format Instructions sheet for detailed instructions.

Author/Byline Information

Allow one blank line under the last line of your title. Use one line only for each contributing author. Begin with first name, middle initial, last name, name of firm/organization/institution. Do NOT include street address, zip codes, additional titles, degrees, departments, etc. Two blank lines should follow the last author line before your first heading.

Headings (Level A example)

Level A headings should be flush left to the column, 14 pt font and bold. There should be one blank line before and after each new Level A heading. Paper Headings (including subheadings) should not be left hanging at the bottom of a page.

Subhead, Level B, example of

Level B subheads should be positioned flush left to the column, 12pt font and bold. There should be one blank line before and after each new subhead.

Subhead, Level C. This is an example of a third level heading—no carriage return after heading. There should be one blank line before the start of this heading.
Body or Paragraphs

Indent the first line of each new paragraph (.5”). Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated. There should be no blank lines between paragraphs.

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Footnotes

Please use numbers (1, 2, 3, ...etc.) for footnotes. Use a 10pt font. The footnote should appear on the same page it was referenced on. Footnote should be flush left to the column. There should be no space between footnotes.

Tables

Identify each table with a bold numeric reference and place it flush left at the top of your table (i.e., Table 1). Use a single rule around your table. There should be one blank line before and after your table.

**Table 1.** Example of a Sample Table and the Table Caption

<table>
<thead>
<tr>
<th>Sample Description</th>
<th>X</th>
<th>Y</th>
<th>Z</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample Test I</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Sample Test II</td>
<td>6</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Totals</td>
<td>7</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Figures

Include a flush left caption for the figure and place it at the bottom of the graphic (i.e., **Figure 1**). There should be one blank line before and after your figure. Figures and Tables should be referred to by number when cited in the text.

**Figure 1.** Example of a Figure
References

Use “References” as a heading name, with your listing that follows in the base font size (12pt). There should be one blank line between each reference. Do NOT use end notes. Refer to the examples below and to the enclosed Reference Guide.
