Paper Format Instructions

This document should be used as your primary reference when formatting your paper. If you use the MS Word Template that is provided, all of these items are already set up in the document. For specific areas such as Tables, Graphics, Footnotes, and References, please refer to the instructions on the Example Paper file.

Initial Setup (For 8½" x 11" paper)
Please set up your word processor to these initial settings. Your paper should follow these formatting styles listed below.

- **Base Font:** 12pt Times Roman
- **Line Height:** Auto
- **Line Space:** Single
- **Margins:**
  - Bottom: 1" (Note: do NOT page number)
  - All Others: .75"
- **Tab Settings:** Every .5" (Additional tabs/indents may be set for tables or other items.)
- **Justification:** Full

Paper Title
Maximum of three lines for your title.

- **Font Size:** 14pt
- **Attribute:** Bold and Initial Caps
- **Justification:** Center
- **Position:** Top margin
- **Spacing:** One blank line after last line of title.

Author/Byline Information
Please type author’s full name, affiliation, city and state abbreviation. Try to abbreviate affiliations when possible. Do NOT include street address, titles, departments, etc.

- **Font Size:** 12pt
- **Attribute:** Italicized and Initial Caps
- **Justification:** Center
- **Spacing:** Two blank lines after last author line.

Abstract Heading (same as base font)
- **Font Size:** 14pt
- **Attribute:** Bold and All Caps
- **Justification:** Flush Left
- **Spacing:** One blank line after

Headings - Level A (same as base font)
- **Font Size:** 14pt
- **Attribute:** Bold and Initial Caps
- **Justification:** Flush Left
- **Spacing:** One blank line before and after heading.

Subheadings - Level B (same as base font)
- **Font Size:** 12pt
- **Attributes:** Bold and Initial Caps
- **Justification:** Left
- **Spacing:** One blank line before and after heading.

Subheadings - Level C (same as base font)
Heading followed by a period. Lead in text
- **Font:** 12pt
- **Attributes:** Bold
- **Justification:** Full
- **Spacing:** One blank line before heading.

Body or Paragraphs
Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.5") each new paragraph. Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated (12pt). Do NOT add a blank line between paragraphs. However, do add a blank line before starting a new heading or subhead.

Paper Length
Abstract: No more than 250 words
Full paper: 12-page limit