PAPER FORMAT GUIDELINES

General Formatting
1. **Font:** Times New Roman typeface is required throughout the paper
2. **Spacing:** single-spacing is to be used throughout the paper with 0pt spacing before and after paragraphs.
3. **Margins:** 1 inch margin around all sides (top, bottom, right, and left) except for the title as noted below.
4. **Header and footer:** should be empty. **DO NOT NUMBER THE PAGES**

Title Page (top part of first page only)
1. **Font:** **bold faced**, 14 point.
2. **Title of Paper:** The title must be centered with at least a one and one-half inch margin on the left and right with one blank line following.
3. **Author and Affiliation:** Author and affiliation information must be centered with at least a one and one-half inch margin on the left and right with one blank line following.

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)
1. **Font:** regular faced, 12 point, using only standard symbols and abbreviations in text and illustrations.
2. **First Page:** The paper will be in a one-column format with left justification starting immediately after the title, skipping one line between paragraphs.
3. **Abstract:** The abstract should be included between the title and the body of the paper, but not on a separate page.
4. **Second and All Subsequent Pages:** must be in one column format with left justification, skipping one line between paragraphs.
5. **Headings:** Headings are not required but can be included. If used, headings must be left justified, using the same font and size as the body of the paper, **bold faced**, in standard upper and lowercase. There must be only one blank line between the heading and the paragraph.
6. **Length:** There is no set limit for the number of pages a paper can or must be.

Bibliographic Information (following body of paper)
1. **Format:** The bibliography must begin 4 blank lines below the body of the paper using the same margins as the body.
2. **Font:** regular faced, 10 point.
3. **Referencing:** Each reference must be listed and numbered. When referring to an entry in the text, use the corresponding reference number in superscript form.

Biographical Information (following bibliographic information)
Please add up to 5 lines of author biographical information at the end of the paper one blank line after the bibliography. It should use the same format and font as the bibliography.

(Page last modified March 11, 2013)