In an effort to assist the author in preparing and formatting the paper, these instructions present the specifications for formatting the elements of the paper. All papers must follow these guidelines. All artwork, tables, and graphs must be correctly inserted into the final paper.

Format

- PDF only
- Includes all elements of the paper in one document

General

- Title, header, paper number, author info, text headings: sans serif typeface (e.g., Helvetica, Arial, Geneva, Univers)
- Text: 9 or 10 pt. Time Roman medium (or equivalent typeface), justified, with single line spacing
- Text Format: 2 columns, 8.5 in. x 11 in.; each column = approx. 3.5 in.
- Margins: 0.5 in. (top: to paper header, bottom: from copyright footer, sides)

Header

- 10 pt. boldface sans serif typeface, flush right
- 12 pt. line spacing
- on first page only
- Spacing: from paper edge, 1/2 in. to first line of header

Paper Number

- 18 pt. boldface sans serif typeface, flush right below header
- on first page only
- Spacing: from header to paper number, 2 extra lines

Paper Title

- Uppercase
- Units of measure or other specialty lowercase terms remain as such
- 11 pt. boldface sans serif typeface
- Centered on full width of page
- Spacing: from paper number to title, 3 extra lines; from title to authors, 2 extra lines

Authors

- Author name = first name, middle initial, and last name
- Name: 10 pt. boldface sans serif typeface, upper and lower case letters (title case), with 12 pt. leading, centered under the title
- Affiliation: 10 pt. medium sans serif typeface, upper and lower case letters (title case), single line spacing, centered under the name
- City, State, Country: 10 pt. medium sans serif typeface, upper and lower case letters (title case), single line spacing, centered under the affiliation
- Spacing: 2 extra lines separate the first and subsequent authors; last author to abstract, 3 extra lines
- Multiple authors: use discretion and available space to position

Headings

- 10 pt. boldface sans serif typeface
- 1ST level: uppercase, flush left, on own line
- 2ND level: title case, flush left, on own line
• 3RD level; title case, indented, run in with text
• Spacing: use spacing appropriately to define paper structure and reflect hierarchy of content

Footnotes
• Numbered consecutively using superscript numbers
• Positioned flush left at the bottom of the column/page in which the first reference appears
• Footnote text should be 8 pt.
• Spacing: 1 extra line between text and the footnote

Equations
• Display equations should be set apart from the body of the text and centered. Use two or three line spaces to separate equations from text.
• Numbered consecutively, using Arabic numerals enclosed in parentheses and positioned flush right along the final baseline of the equation.
• No ellipses (dots) from the equation to the equation number, or any punctuation at the end of the equation itself.

Graphics
• Includes photographs, graphs, and/or line drawings
• Numbered consecutively and captioned
• Caption = 9 pt. boldface sans serif typeface, uppercase, centered below the graphic
• Callouts within the graphic should be no smaller than 7 pt.
• Spacing: use enough space to separate graphic from text and other elements
• Positioning: within body of paper after first reference or at end of text portion of paper
• Sizing: graphics should be sized for final publication
• 3 9/16 in. - to fit width of one column
• 7 1/2 in. - to fit across the top of the page (span two columns)
• 9 x 7 1/2 in. (L x W) - to fit the entire page (top to bottom)
• 6 1/2 in. x 8 1/2 in. (L x W) - across the entire page sideways (turned)

Tables
• Numbered consecutively and captioned
• Caption = 9 pt. boldface sans serif typeface, uppercase, centered above the table
• Callouts within the table should be no smaller than 7 pt
• Positioning: within body of paper after first reference or at end of text portion of paper
• Spacing: use enough space to separate table from text and other elements
• Sizing: tables should be sized for final publication
• 3 9/16 in. - to fit width of one column
• 7 1/2 in. - to fit across the top of the page (span two columns)
• 9 x 7 1/2 in. (L x W) - to fit the entire page (top to bottom)
• 6 1/2 in. x 8 1/2 in. (L x W) - across the entire page sideways (turned)
8½ x 11 COVER PAGE TEMPLATE

CENTER PAPER TITLE AND AUTHOR NAMES IN THIS SPACE.
(DO NOT PRINT BOX).

NOTES:
(1) Make all vertical measurements from top to bottom, allowing for any discrepancies in measurement (± .5 in.) to be absorbed at the bottom of the page.
(2) If using A4 or A5 paper, prepare your paper per the size specifications provided: begin at top, allowing a larger bottom margin and narrower side margins.
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