

## PAPER'S TITLE (WITH STYLE "HEADING 1")

Author (these two lines are in Style "Author", centered & single spaced)  
Affiliation

*The abstract goes here, and should not exceed 150 words. The style is called "Abstract". It is not indented, it is preceded and followed by a 12 point space, and it is in italics. Please make sure the abstract accurately describes your paper.*

*Key words:* [list 3-5 key words here, Times New Roman 12-point, no italics]

Begin your paper here. All text is to be in Times New Roman 12-point, 1-inch margins, and single spacing. You should use the ruler tool or the style sheet to indent the first line of each paragraph one-fourth of an inch. DO NOT use the space bar or tab key to indent. To begin your second paragraph, do not leave a blank line. Be sure to indent again. Indenting should happen automatically if you are using the style sheet or the ruler bar correctly.

### **First Level Heading. This heading is Style "Heading 2"; Use it With Title Case, in bold and centered**

Here is some more text that follows a heading. Notice that no lines were skipped. This is again the "Normal" style.

*Second Level Heading in italics* (no bold, no centering)

If other levels of heading are needed, please follow the APA guidelines.

#### Additional Instructions & Check list

- You may use this document as a template.
- All proceedings papers should be submitted as ".doc" or ".docx" documents.
- The MAXIMUM page length is 15 pages. The limit **includes**: references, tables, footnotes, diagrams, and appendices.
- Papers that are over 15 pages will not be reviewed and will be returned to the author.
- Please use the formatting tools of your word processing program to set margins and indentations, avoiding any extraneous spaces or tabs.
- All margins should be one inch.
- The title, abstract, headings, body text, endnotes, figure captions, and references (i.e., ALL TEXT) should all be in 12-point Times New Roman 12-point font.
- Paragraphs should be indented 1/4 inch. Please use the word processing program settings to set margins and paragraph indentations; do not use spaces or tabs to align text or make indentations.
- All text should be *single-spaced* with no extra lines between paragraphs.
- Use footnotes. Do **not** use endnotes.
- Do **not** use headers, footers, or page numbers.
- All tables, figures, and graphics should be **placed in the** document as appropriate. As necessary, resize large tables or graphics so your document, when printed, does not exceed the maximum number of pages allowed for your paper.
- Use style "Figure table" for captions of Figures, Graphics, and Tables.
- Citations and references must follow the guidelines of APA.