

Paper and WIP Format, PNW 2011 Section Meeting

Page 1

Margins: 1" left, right, and bottom; 1½" top

Title: Center your title with at least a 1½" margin on the left and right. If you are submitting a WIP, include this phrase before your title: Work in Progress:

Font: Use Times New Roman bold, 14 point.

Author and Affiliation: Leave blank at this time

Body of the Paper

First Page: Use a one-column format with left justification. Leave 1" margins on the left, right, and bottom.

Font: Use Times New Roman 12 point; skip one line between paragraphs.

Second and subsequent pages: Leave 1" margins all around; follow the directions above for columns, justification, and font.

Abstracts: Abstracts are not required but can be included between the title and the body of the paper, not on a separate page

Headings: Headings are not required but can be included. Left justify and **bold** major headings, with the same font, style, and size as body text. *Italicize* subheadings. Leave a blank space between headings and text.

Page Numbering: Do not number pages.

References

Format: Leave 4 blank lines after the text; use the same margins as the body.

Font: Use Times New Roman, 10 point.

Citations: List and number each reference; when referring to them in the text, type the reference number in superscript form.

*****Submit your paper in Word format to Sean.StClair@oit.edu*****