

# **Paper Format, PNW 2012 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.

*Font:* Use Times New Roman bold, 14 point.

*Author and Affiliation:* Skip two lines under the title and type your name on one line and directly beneath, your affiliation. Use Times New Roman, 12 point bold.

## **Body of the Paper**

*First Page:* Use a one-column format with left justification. Leave 1" margins on the left, right, and bottom; 1½" top; left justify

*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 and justification 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. Please use a recognizable reference style (e.g., APA, Chicago, IEEE, etc.).

**\*\*\*Submit your paper in Word format by February 29 to marilyn.dyrod@oit.edu\*\*\***