

## OVERALL FORMATTING FOR PROCEEDINGS

- Use 8½x11 size paper ONLY (not A4 size paper)
- Do not include page numbers
- Entire document should be single spaced, margins normal setting (one inch top, left, right, bottom) All text should be justified.
- Title: **All in caps, bold, Times New Roman, 14 point**
- One blank line between title and authors
- Authors: *Italicized*, Times New Roman, 12 point
- One blank line between authors and header
- **Header (e.g. Abstract, Methods, etc.): Times New Roman, 14 point, bold**
- One blank line between header and start of text
- One blank line before and after each header
- First line of each new paragraph should be indented .5
- *Subhead: Italicized Times New Roman, 10 point, flush left, no indenting*, text starts on following line (no extra space)
- Text should be 10 point Times New Roman