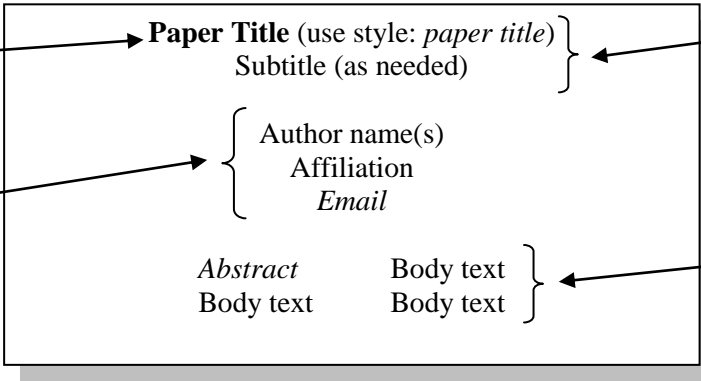


# First Page Format Guide

**16-22 pt size, bold**

Times New Roman  
Single-spaced Paragraph

One-column format,  
Centered  
Times New Roman  
Name(s) – Normal style,  
11 pt size  
Affiliation – Normal style  
10 pt size  
*Email – Italic style*  
10 pt size



Center this section,  
One-column format

Two-column format  
Abstract – *Italic style*,  
9 pt size  
Body text – Normal style,  
10 pt size

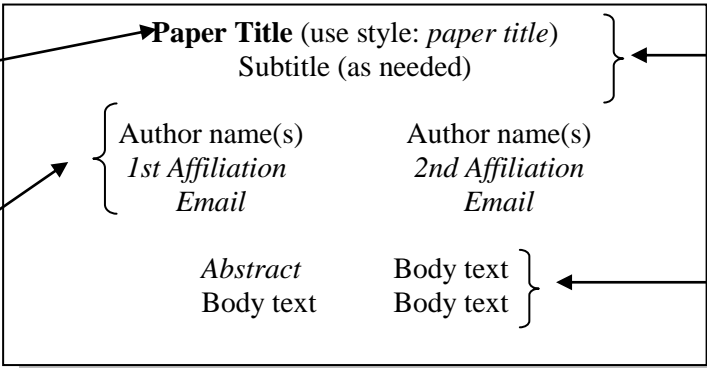
**Example A**

*If multiple authors share the same affiliation*

**16-22 pt size, bold**

Times New Roman  
Single-spaced Paragraph

Two-column format,  
Centered  
Times New Roman  
Name(s) – Normal style,  
11 pt size  
Affiliation – Normal style  
10 pt size  
*Email – Italic style*  
10 pt size



Center this section,  
One-column format

Two-column format  
Abstract – *Italic style*,  
9 pt size  
Body text – Normal style,  
10 pt size

**Example B**

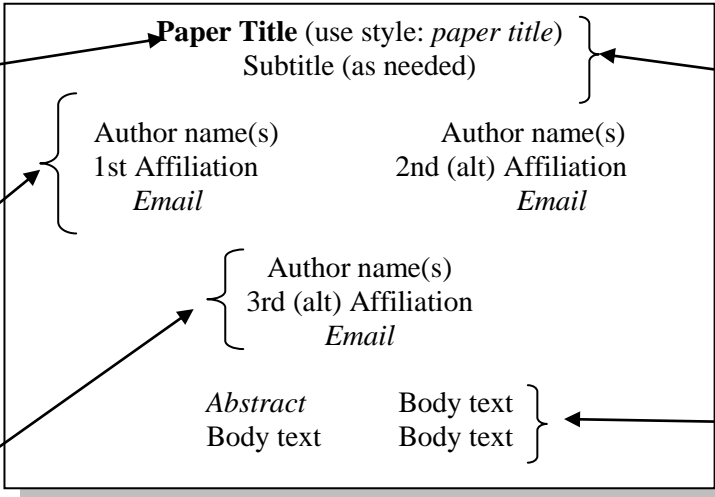
*If one author (or more) from the first group has a different affiliation*

**16-22 pt size, bold**

Times New Roman  
Single-spaced Paragraph

Two-column format,  
Centered  
Times New Roman  
Name(s) – Normal style,  
11 pt size  
Affiliation – Normal style  
10 pt size  
*Email – Italic style*  
10 pt size

One-column format,  
Centered



Center this section,  
One-column format

Two-column format  
Abstract – *Italic style*,  
9 pt size  
Body text – Normal style,  
10 pt size

**Example C**

*If each author has a separate affiliation*

**16-22 pt size, bold**

Times New Roman

Single-spaced Paragraph

Two-column format,  
Centered

Times New Roman

Name(s) – Normal style,

11 pt size

Affiliation – Normal style

10 pt size

Email – *Italic style*

10 pt size

**Paper Title** (use style: *paper title*)

Subtitle (as needed)

Center this section,  
One-column format

Author name(s)

1st Affiliation

*Email*

Author name(s)

2nd (alt) Affiliation

*Email*

Author name(s)

3rd (alt) Affiliation

*Email*

Author name(s)

4th (alt) Affiliation

*Email*

*Abstract*

Body text

Body text

Body text

Two-column format

Abstract – *Italic style*,

9 pt size

Body text – Normal style,

10 pt size

**Example D**

*If each author belongs to a different affiliation*

**Paper Title**

1<sup>st</sup> Author Name, 2<sup>nd</sup> Author Name

Affiliation

*Email*

3<sup>rd</sup> Author Name, 4<sup>th</sup> Author Name

Affiliation

*Email*

5<sup>th</sup> Author Name, 6<sup>th</sup> Author Name

Affiliation

*Email*

7<sup>th</sup> Author Name, 8<sup>th</sup> Author Name

Affiliation

*Email*

**Final Format Example**

**Please note:**

*Before uploading the final PDF version of the accepted paper, authors must carefully review their paper and confirm that each author's name, affiliation information and email have been included and are correct. Final papers without names or affiliations may be subject to removal. The final submitted PDF version of the accepted paper must include at least one author's email.*

## QUICK REFERENCE

### Paper Titles

1. Keep paper title's font size between **16 point** size (minimum) and **22 point** size (maximum). **Do not italicize** the title.
2. **Lowercase** prepositions and articles (please view following list), unless it is the first word in the title or follows a colon/hyphen symbol.

|                   |                   |                  |                   |
|-------------------|-------------------|------------------|-------------------|
| <i>a</i>          | <i>as</i>         | <i>about</i>     | <i>above</i>      |
| <i>across</i>     | <i>after</i>      | <i>against</i>   | <i>along</i>      |
| <i>among</i>      | <i>an</i>         | <i>and</i>       | <i>any</i>        |
| <i>around</i>     | <i>as</i>         | <i>at</i>        | <i>before</i>     |
| <i>behind</i>     | <i>below</i>      | <i>beneath</i>   | <i>beside</i>     |
| <i>between</i>    | <i>beyond</i>     | <i>but</i>       | <i>by</i>         |
| <i>concerning</i> | <i>during</i>     | <i>except</i>    | <i>excepting</i>  |
| <i>for</i>        | <i>from</i>       | <i>however</i>   | <i>in</i>         |
| <i>including</i>  | <i>inside</i>     | <i>into</i>      | <i>like</i>       |
| <i>more</i>       | <i>no</i>         | <i>nor</i>       | <i>of</i>         |
| <i>off</i>        | <i>on</i>         | <i>onto</i>      | <i>or</i>         |
| <i>out</i>        | <i>outside</i>    | <i>over</i>      | <i>past</i>       |
| <i>pending</i>    | <i>plus</i>       | <i>regarding</i> | <i>respecting</i> |
| <i>round</i>      | <i>since</i>      | <i>so</i>        | <i>the</i>        |
| <i>through</i>    | <i>till</i>       | <i>to</i>        | <i>toward</i>     |
| <i>under</i>      | <i>underneath</i> | <i>until</i>     | <i>unto</i>       |
| <i>up</i>         | <i>upon</i>       | <i>versus</i>    | <i>via</i>        |
| <i>where</i>      | <i>with</i>       | <i>within</i>    | <i>without</i>    |
| <i>yet</i>        |                   |                  |                   |

3. **Capitalize** all other words in the title.

### Author Names

1. Provide each author's **full** first and last name. **Do not abbreviate** author's first or last name.
2. **Do not include** "Mr.", "Mrs.", "Ms.", "Dr.", "Prof." or "Miss" when submitting author names to author kit's Step 7 (copyright) and Step 8 (paper submission).

### Affiliation Information

1. Create an information block per author's affiliation. Provide the **author's full name, affiliation name, city/country of affiliation and email**.
2. If an author has **two affiliations**, please create two **separate** information blocks.
3. If two (or more) authors **share an affiliation**, create a single information block per group of authors sharing the affiliation.

#### QUICK REFERENCE

### Text Sizes, Weight/Style

*\*use Times New Roman font only\**

#### **Paper Title**

16-22 point, normal

#### **Author Names**

11 point, normal

#### **Affiliation/Email**

10 point, normal

#### **Abstract**

9 point, bold

#### **Keywords**

9 point, bold and italic

#### **Body Text**

10 point, normal

#### **References**

9 point, normal

#### QUICK REFERENCE

### Margin Sizes

#### **Left Margin**

0.75 inches

#### **Right Margin**

0.75 inches

#### **Top Margin**

1.00 inch

#### **Bottom Margin**

1.00 inch

For 8.5x11, two-column papers

#### **Column Width**

3.58 inches

#### **Column Spacing**

(space between columns)

0.25 inches

For A4, two-column papers

#### **Column Width**

3.26 inches

#### **Column Spacing**

(space between columns)

0.25 inches