Title of Paper

Author1 Name and Author2 Name

Author1 Affiliation/Author2 Affiliation

Abstract

Place here a brief abstract of the paper. The paper must include an abstract, which should be no more than a single paragraph and 150 words.

Keywords

Place here a brief list of keywords (no more than 5).

Headings

Headings are used to separate major sections of the paper. Notice that there are no columns in this format. Not having columns increases the readability on the electronic copies. Since the paper is submitted in pdf format, the illustrations can be in color and color can be used in the text to accentuate your points.

When preparing your paper, please use this template as it exists, including all of the predefined styles and headings. **This will improve the consistency of the papers in appearance**.

References in the text of the paper should be indicated with ascending numbers in superscript form. For example: J. A. Author, et al.1 demonstrated that…it was shown in multiple studies2-6 that…based on earlier studies2,4, the most effective instructional techniques for first-year students were… See example of authors listed in the ‘References’ section shown below.

References

1 Author1, First Name and First Name Author2, Book Title, Publisher, Place, Year, pg.

2 Author1, First Name, First Name Author2, and First Name Author3, “Paper Title,” Journal Title, Publisher, Place, Year, pg.

Name of the paper’s First Author

Please provide biographical data for the first author of the paper in this space. The biographical data should include academic credentials and current affiliation and may include information about teaching, research, and professional accomplishments. **This section should be no more than 8 lines in length**.

Name of the paper’s Second Author

Place the biographical data about the second author here. **Include additional authors in the same format and manner**.

**FINAL PAPER FORMAT GUIDELINES**

Formatting may be facilitated by modifying the above template to contain your paper. Beware of “cut and paste” that will bring different formatting to your paper. Hint: Do a Paste Options…. and Keep Text Only.

If you are not using the template, here are the detailed specifications for your final paper:

*Header and Footer*

1. *Header* – The header must be centered on the page. The font must be Times New Roman typeface, bold faced, with a 10 point font size. The header must include the **1st Graduate Students Conference – Point Park University, 2018** as shown in this template. If the template is used to create the paper, the header will be automatically included.
2. *Footer* – There is no footer for the papers. Do NOT include the page number on the final paper. Page number will be automatically added to the proceedings.

*Title Page (top of first page only)*

1. *Title of Paper* – The title of the paper must be centered on the page with a one and one-half inch margin on the left and right. The top margin should be one inch. A Times New Roman typeface is required, bold faced, 14 point. For the paragraph settings, use single line spacing and a spacing of 12 points after the paragraph.
2. *Authors* – Author names must be centered on the page with a one and one-half margin on the left and right. A Times New Roman typeface is required, bold faced, 12 point. Use single spacing and a spacing of 0 points after.
3. *Author affiliation* – Author affiliations must be centered on the page with a one and one-half margin on the left and right. A Times New Roman typeface is required, italics, 10 point. Use single spacing and a spacing of 36 points after the paragraph.

*Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)*

1. *First Page* – The paper must have a one-column format with left justification. The left, right, and bottom margins must be one inch. A Times Roman typeface is required with a 12 point font size. For the paragraph settings, use single spacing and a spacing of 12 points after the paragraph.
2. *Second and All Subsequent Pages* – The left, right, top, and bottom margins must be one inch. A Times Roman typeface is required with a 12 point font size. For the paragraph settings, use single spacing and a spacing of 12 points after the paragraph.
3. *Headings* – For the headings, use a Times Roman typeface, bold faced, and a 12 point font size. Use lowercase lettering, capitalizing the first letter in the heading and the first letter of principal words. Headings must be left justified. For the paragraph settings, use single spacing and a spacing of 12 points after.
4. *Abstract and Keywords* – The Abstract and Keywords sections should have headings labeled “Abstract” and “Keywords” as illustrated in the template above. Formatting for the section headings is the same as described for Headings. Additional instructions for the Abstract and Keywords sections are provided in the template above.
5. *Page Numbering* – Use plain numbering on the bottom right side of the footer.
6. *Paper Length* – Each paper can be a maximum of **fifteen (15)** pages long.

*Citing Sources and the References Section*

1. *References Section Heading* – The References section heading should be labeled “References” as illustrated in the template above. Formatting is the same as described above for Headings. At least one additional space may need to be added following the last paragraph of the body of the paper to place the References section heading approximately four lines below the body of the paper.
2. Each reference should be listed in numerical order below the References section heading. For the listing of references, a Times Roman typeface is required with a 10 point font size. For the paragraph settings, use single line spacing and a hanging indentation of 0.5 inches. Additional information on citing sources is provided in the template above.

*Biographical Information*

1. Biographical information should be located below the References section. There should be a blank line between the last reference provided and the biographical information section. Additional information on the biographical information is provided in the template above.
2. *Author Name Headings* – Formatting for the author name headings should be the same as described above for headings.
3. *Biographical Information for each Author* – Times Roman typeface with a 12 point font size should be used for paragraphs containing biographical information. For the paragraph settings, use single spacing and a spacing of 12 points after the paragraph.

**SUBMITTING YOUR PAPER**

Once you are satisfied with your paper, **please send us the document version (.doc or .docx)**. This way the conference team can edit the format as needed. The paper submission website might not allow for papers to be submitted that are not in the Word document format.

If you have any problem working with the template, contact the conference organizing committee.