

*Margins should be set at: Top, 2.25"; Bottom, 2"; Left/Right 2" on 8.5 x 11 inch paper
Fonts are: Title, 12 pt. Times New Roman, Bold; Headings, 10 pt. Times New Roman,
Bold; Text, 10 pt. Times New Roman
Body of paper should be single spaced, with double spacing between paragraphs and
where noted.
Four blank lines should precede title.*

Leave four blank lines before title.

Title of Paper Should be in 12 pt. Font, Bold and Centered

Author One¹ and Author Two² (Centered 10 pt. with Footnotes)

Double space between title and authors.

Double space between authors and abstract.

Abstract (10 pt. Bold)

Double space between headings and text.

The abstract should be a single paragraph which outlines the scope of the paper.

Introduction (10 pt. Bold)

Double space between sections and paragraphs.

All other headings should follow this same format.

Conclusions

A set of conclusions must end the paper.

¹ Job Title or Student Status, Company or University, City, State (if applicable),
Country

² Job Title or Student Status, Company or University, City, State (if applicable),
Country