

Two Column Format for 2012 Capstone Design Conference

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If multiple authors

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Include the abstract between the title and the body of the paper. It must be approximately 200 words and should not cite references. Indent the abstract 0.25" from both left and right page margins and format in 10-point Times New Roman font.

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Paper Length

Submitted papers, including references, should not exceed four pages.

Overall Format

Adhere to the following layout guideline:

- Use letter size (8.5" by 11") paper in the portrait mode.
- Apply a one-inch margin all around (top, bottom, left, and right).
- Use a two-column format for the body of the paper. The width of a column is 3.15", and spacing between columns is 0.20".
- Enter all paragraph body text in 10-point Times New Roman font, fully justified.
- Do not indent the first paragraph after a heading or sub-heading.
- Indent all other paragraphs by 0.15".

Paper Title, Author Listing, Author Affiliations

Enter title, author listing, author affiliations, and abstract in one-column format using the following style:

- Place the title of a paper at top of the first page.
- Center and use 18-point Times New Roman font.
- Use 18-point spaces both before (above) and after (below) the title.
- Enter author's name centered and in 11-point Times Roman font.
- Enter author's affiliation centered and in italicized 11-point Times New Roman font.

- Leave no space between the author's name and author's affiliation.
- Follow the sample author listings and affiliations shown in this document for listing multiple authors.
- Use 12-point space between the author's affiliation and abstract.
- Use no title for the abstract (e.g. Abstract.) For more information, see the sample abstract.
- Corresponding author must be aligned with the abstract and in italic 10-point Times New Roman font.
- Use a 6-point space between the abstract and the corresponding author's e-mail address.
- Use an 18-point space after the corresponding author.

Headings and Sub-Headings

You may include headings but they are not required. Use a 10-point space between the preceding paragraph and the heading.

The heading is centered using italicized, bolded, but not capitalized 10.5-point Times New Roman font.

Use a 6-point space between the heading and the following paragraph.

Sub-Heading Style

The sub-heading is left aligned, non capitalized, bold, and 10-point Times New Roman font.

Footnotes, Page Numbers, Copyright Notice

Do not include any footnotes, pages numbers, or the copyright notice. Convert all footnotes into end notes.

Graphs, Tables, Figures, Appendices

Graphs, tables, and figures must fit within the page margins (one inch all around) and match the font format (when possible). Place graphic objects near the corresponding citation in text. Leave at least 12 points between a graphic object, corresponding caption, and the text.

Bulleted and Numbered Lists

1. Start numbered lists at the left margin and indent text by 0.25”.
- Start a bulleted list at the left margin and indent the text 0.25”.

Insert a blank line between the preceding paragraph and the first list item. Similarly, insert a blank line between the last list item and the following paragraph.

An easy way to adjust the indentations of a list item in MS Word 2007/2010 is as follows:

1. Right click a list item to be adjusted.
2. Choose Adjust List Indents...
3. Change the values according to the guideline.

Session Numbers

Do not include session numbers in any part of the document.

Citing References in Body of the Paper

When including a reference in the text, a superscript numeral¹ must be inserted for the reference as listed in the References section.

References

1. The margins of the references are the same as the rest of the paper.
2. Use the Heading style for References header.
3. List and number every reference. Use the Times New Roman 10-point font. Insert no blank line after each item.
4. When referred to in the text, use a superscript numeral.

Other Guidelines

Do not include biographical information.