

Two Column Format for 2010 Capstone Design Conference

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If multiple authors

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The abstract can be included between the title and the body of the paper. It must be approximately 200 words and should not cite references. The abstract must be indented by 0.25" both left and right and in 10 point Times New Roman.

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Paper Length

Submitted papers should not exceed four pages, including references.

Overall Format

All papers must follow the following layout guideline:

- Use letter size (8.5" by 11") paper in the portrait mode.
- There must be a one inch margin all around (top, bottom, left, and right).
- Two-column format for the body of the paper. The width of a column is 3.15", and spacing between columns is 0.20".
- All paragraphs must be in 10 point Times New Roman and Justified.
- The first paragraph after a heading or sub-heading must not be indented.
- All other paragraphs are indented by 0.15".

Paper Title, Author Listing, Author Affiliations

The title, author listing, author affiliations, and abstract are in one-column format. Their styles are as follows:

- The title of a paper must be placed at top of the first page.
- It must be in 18 point Times New Roman and centered.
- There should be 18 point spaces both before (above) and after (below) the title.
- Author's name must be in 11 point Times Roman and centered.

- Author's affiliation must be in 11 point Times New Roman, italicized, and centered.
- There is 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.
- There should be 12 point space between the author's affiliation and abstract.
- The abstract does not have any section title, i.e., Abstract. For more information, see the sample abstract.
- Corresponding Author must be in 10 point Times New Roman, Italic, and left aligned.
- There should be 6 point space between the abstract and the corresponding author's e-mail address.
- There should be 18 point space after the corresponding author.

Headings and Sub-Headings

Headings are not required but may be included. There must be a 10 point space between the preceding paragraph and the heading.

The heading must be in 10.5 point Times New Roman, Bold, centered, and cannot be all capitalized.

There must be a 6 point space between the heading and the following paragraph.

Sub-Heading Style

The sub-heading must be in 10 point Times New Roman, Bold, left-aligned, cannot be all capitalized.

Footnotes, Page Numbers, Copyright Notice

Do not include any footnotes, page numbers, or the copyright notice. Any footnotes must be turned into end notes.

Graphs, Tables, Figures, Appendices

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

Bulleted and Numbered Lists

1. A numbered item is made of the number placed at 0" (no indentation) and the text indented by 0.25".
- A bulleted item is made of the bullet placed at 0" (no indentation) and the text indented by 0.25".

There must be a blank line between the preceding paragraph and the first list item. Similarly, there must be 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 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 must be the same as the rest of the paper.
2. Use the Heading style for References header.
3. Every reference must be listed and numbered. Use the Times New Roman 10 point font. There is no blank line after each item.
4. When referred to in the text, a superscript numeral must be used.

Other Guidelines

Do not include biographical information.