

TITLE OF PAPER
(TIMES ROMAN 14 PT BOLD)

Author
(Times Roman 12 pt)

KEYWORDS: (TIMES ROMAN 11 PT)

SUBHEAD 1 COLUMN TOP (TIMES ROMAN 10 PT) THIS STYLE IS USED FOR A SUBHEAD AT THE TOP OF A COLUMN.

Normal (Times Roman 10 pt). This style is used for most body text. It is fully justified with a 0.5 inch first line indent. There is no additional spacing above or below the paragraph.

SUBHEAD 1 (TIMES ROMAN 10 PT) THIS STYLE IS USED FOR A SUBHEAD THAT FALLS WITHIN A COLUMN.

- **Bullet Points** (Times Roman 10 pt) This style is used for bullet point.

Normal with 3 pt above (Times Roman 10 pt). This style is used for body text which follows a list of bullet points, a graphic, or table. It is fully justified with a 0.5 inch first line indent. There is 3 points of additional spacing above the paragraph.

Subhead 2 (Times Roman 10 pt bold). This style is used for a second level subhead.

Figure Caption (Times Roman 10 pt). This style is used for Figure captions. It is flush left with no additional space above the paragraph. Figure captions should be handled formatted as follows:

Figure 1. Descriptive text, only capitalizing the first word and proper names.

Reference (Times Roman 10 pt). This style is used for literature references. It is a numbered list, flush left with 3 points of additional spacing above the paragraph. References should be cited in text as follows:

Cited text¹.

References should be listed at the end of the paper as follows:

1. J.J. Doe, LL. Smith, and S.T. Name, *Publication*, Volume #, Page #, (year).

Subhead 2 Column Top (Times Roman 10 pt bold). This style is used for a second level subhead that falls at the top of a column.

TABLES

The Figure Caption style can be used for the Table identifier. Table identifiers should be formatted as follows:

Table I. Mean Averages Of All Test Results

Tables should be formatted as follows:

Table Head	Arial Bold 10 pt
Table Body	Arial 10 pt.
Table Body	Arial 10 pt.
Table Body	Arial 10 pt. All Table may be centered, flush left, justified, or italicized as required. Format paragraph with 1 to 3 points additional space above and below paragraphs.

GENERAL PAGE SETUP

Page size: 8-1/2 x 11 inches

Margins: Top 1.13 inches

Bottom 0.53 inches

Left 0.75 inches

Right 0.75 inches

Gutter 0.0 inches

Header (from edge) 0.38 inches

Footer (from edge) 0.0 inches

Columns: 3.25 inches with 0.5 inch space between