

Final Paper Formatting Checklist

Your paper must be formatted according to the following requirements.

Requirements	Checklist
1. Is your paper size formatted as: <ul style="list-style-type: none"> <input type="checkbox"/> Letter size: 8.5" x 11" or 21.6 cm x 27.9 cm? <input type="checkbox"/> All margins: 0.75" (1.9cm), except for the top margin of the first page, which should be 1.25" (3.2cm) 	
2. Is your entire paper, including the title and captions , typed in Times New Roman ?	
3. Is your paper title formatted as follows? <ul style="list-style-type: none"> <input type="checkbox"/> 14 points font size <input type="checkbox"/> Bold <input type="checkbox"/> FULLY CAPITALIZED <input type="checkbox"/> 14 words or less 	
4. Does author information contain the following? <ul style="list-style-type: none"> <input type="checkbox"/> Institution <input type="checkbox"/> Address/country <input type="checkbox"/> Email address of each author (or at least one author) <p><i>*Please see below for an example (author information should be centered):</i></p> <p style="text-align: center;"> Full name of Author A, Full name of Author B (All author information should be centred; names must not be bolded, underlined or italicized) Institution Address/Country Email </p>	
5. Does your paper contain the following? <ul style="list-style-type: none"> <input type="checkbox"/> ABSTRACT <input type="checkbox"/> KEY WORDS <input type="checkbox"/> Are these headings in full caps (i.e. ABSTRACT, KEYWORDS), bold, and 10 point size? <input type="checkbox"/> Conclusion 	
6. Does your "ABSTRACT" and "KEYWORDS" headings appear on a separate line from the text within those sections?	
7. Does your paper have an introduction with the heading: "1. Introduction"?	
8. Have you labeled sub-headings using the numerical format (e.g. If Section 2 is "2. Basic Paper Layout", the first sub-heading should read "2.1 Paper Size and Page Layout")?	
9. Have you excluded page numbers from your paper?	
10. Is the body of your paper set in two columns of equal width ?	
11. Is Times New Roman font used throughout the entire document?	
12. Is the body text of your paper fully justified ?	
13. Are references fully justified and in 9 point or 10 point font ?	
14. Does your paper contain a conclusion (numbered) and references (not numbered) formatted in this fashion: "#. Conclusion" and "References"?	
15. Are there no "orphan" headings in your paper (i.e. all headings at the end of a page that have no following text should be moved to the next column or page)?	
16. Have you ensured that consistency is apparent throughout the paper (e.g. If "Fig.1" is used, please use "Fig.1" when referring to the figure, not "Fig.1" in one paragraph and "Figure 1" in another paragraph)?	
17. When writing references , are they in the [number] format (i.e. the reference number should be in square brackets)?	
18. Are all section headings aligned with the left-hand side of the column ?	
19. Are your section headings either: In full CAPS with 10pt bold font or not fully capitalized in 12pt bold font ?	