Abstract

The Abstract paragraph should be indented 0.25 inch (1.5 picas) on both left- and right-hand margins. Use 10-point type, with a vertical spacing of 11 points. “Abstract” must be centered, bold, and in point size 12. Two line spaces precede the Abstract. The Abstract must be limited to one paragraph.

1 GENERAL FORMATTING INSTRUCTIONS

Papers are in two columns with the overall line width of 6.75 inches (41 picas). Each column is 3.25 inches wide (19.5 picas). The space between the columns is .25 inches wide (1.5 picas). The left margin is 1 inch (6 picas) and the right margin is 0.75 inch (4.5 picas). Top margin is 1 inch, and bottom margin is 0.75 inch. Note: for A4 paper, use top and left margins; modify bottom and right margins as needed. Use 10-point type with a vertical spacing of 11 points. Times Roman is the preferred typeface throughout. One-half line space between paragraphs, with no indent.

Paper title is 16 point, caps/lowercase, bold, centered between two horizontal rules. Top rule is 4 points thick and bottom rule is 1 point thick. Allow 0.25-inch space above and below title to rules, and 2 line spaces below to authors.

Authors’ names are centered, initial caps. The lead author’s name is to be listed first (left-most), and the co-author’s names (if different address) are set to follow. If only one co-author, center both the author and co-author, side-by-side.

2 FIRST-LEVEL HEADINGS

First-level headings are all caps, flush left, bold, point size 12. One line space before the first-level heading and 1/2 line space after the first-level heading.

2.1 SECOND-LEVEL HEADING

Second-level headings must be flush left, all caps, bold and in point size 10. One line space before the second-level heading and 1/2 line space after the second-level heading.

2.1.1 Third-Level Heading

Third-level headings must be flush left, initial caps, bold, and in point size 10. One line space before the third-level heading and 1/2 line space after the third-level heading.

Fourth-Level Headings

Fourth-level headings must be flush left, initial caps, and Roman type. One line space before the fourth-level heading and 1/2 line space after the fourth-level heading. Fourth-level heads do not have section numbers.

2.2 CITATIONS, FIGURES, REFERENCES

2.2.1 Citations in Text

Citations within the text should include the author’s last name and year, e.g., (Cheesman 1999). Reference style should follow the style that you are used to using, as long as the citation style is consistent.

2.2.2 Footnotes

Indicate footnotes with a number¹ in the text. Use 8-point type for footnotes. Place the footnotes at the bottom of the page on which they appear. Precede the footnote with a 0.5 point horizontal rule 1 inch (6 picas) long.²

2.2.3 Figures

All artwork must be centered and legible. Font for labels should be at least 9 points. All lines should be dark and well defined for good reproduction. Avoid dashed, screened, patterned lines. Use line weights of at least 1/2

¹Sample of the first footnote
²Sample of the second footnote
point. Avoid screens and pattern fills, especially in conjunction with type, as these may not reproduce well. Artwork should not be hand-drawn.

Figure number and caption always appear below the figure. Leave 2 line spaces between the figure and the caption. The figure caption is initial caps, centered, and each figure should be numbered consecutively. Make sure that the figure caption does not get separated from the figure.

Figures should be placed in close proximity to the text that discusses them. See Figure 1. If a figure must span both columns, place the figure at the top or bottom of the page, rather than in the middle.

Figure 1: Sample Figure Caption

2.2.4 Tables

All tables must be centered and legible. Table number and title always appear before the table. See Table 1. As with figures, do not use screens or pattern fills in tables.

Allow one line space before the table title, one line space after the table title, and one line space after the table. The table title must be in initial caps, centered, and each table should be numbered consecutively.

Table 1: Sample Table Title

<table>
<thead>
<tr>
<th>PART</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dendrite</td>
<td>Input terminal</td>
</tr>
<tr>
<td>Axon</td>
<td>Output terminal</td>
</tr>
<tr>
<td>Soma</td>
<td>Cell body (contains cell nucleus)</td>
</tr>
</tbody>
</table>

Acknowledgments

Use an unnumbered third-level heading for the acknowledgments. All acknowledgments go at the end of the paper, just before the references.

References

References follow the acknowledgments. Use an unnumbered third-level heading for the references. Any choice of citation style is acceptable as long as you are consistent.

