

PAPER FORMAT GUIDELINES

Title Page (top part of first page only)

1. *Title of Paper*: The title must be centered with at least a one and one-half inch margin on the left and right.
2. *Font*: Times New Roman typeface is required, bold faced, 14 point.
3. *Author and Affiliation*: Include author and affiliation for final paper submission.

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)

1. *First Page*: The paper will be in a one-column format with left justification. There must be a one inch margin on the left, right, and bottom. Font: Times New Roman typeface is required, 12 point, skipping one line between paragraphs.
2. *Second and All Subsequent Pages*: There must be a 1 inch margin all around (top, bottom, right, left) in one column format, left justification, skipping one line between paragraphs. Font: Times New Roman typeface is required, 12 point, using only standard symbols and abbreviations in text and illustrations.
3. *Abstracts*: Abstracts are not required, but can be included between the title and the body of the paper, but not on a separate page.
4. *Headings*: Headings are not required but can be included. If used, headings must be left justified, lowercase, with the same font and size as the body of the paper. There must be only one blank line between the heading and the paragraph.
5. *Page Numbering*: Do not number the pages.
6. *Length*: Papers should be at least 5 pages, but no longer than 10 pages in length.
7. *Pages* can be landscape to accommodate graphics if necessary, all other requirements above still apply

References

References use the author-date method for in-text references, whereby the source reads as the last names of the authors, then the year (e.g., Smith 2004 or Smith and Jones 2004). A References section must be included that lists all references alphabetically by last name of the first author. References must be published works only. References cited in text that are not found in the reference list will be deleted. Likewise, all references included in the References section must be cited in the text.

Examples of reference formatting are below.

Journal Articles-

Use the following style for citation:

Authors. (Year of initial publication). "Title of paper." Journal abbr., DOI, CID/page range. For example,
Irish, J. L., and Resio, D. T. (2013). "Method for estimating future hurricane flood probabilities and associated uncertainty." J. Waterway, Port, Coastal, Ocean Eng., 10.1061/(ASCE)WW.1943- 5460.0000157, 04013015.

Books -

If a whole book is used (or pages here and there throughout the book), page numbers need not be given. If no author is listed, titles should be alphabetized. If a specific chapter is being used, the chapter title and inclusive page numbers should be included. Reports must include the full institution name and location. For example,

Evans, G. M., and Furlong, J. C. (2003). *Environmental biotechnology: Theory and applications*, Wiley, Chichester, U.K.

Moody's municipal and government manual. (1988). Moody's Investors Service, New York. *Building Codes and Provisions*.

Website-

The following elements should be included: author's name (if known); year of publication or last revision (if available); full title of the document, in quotation marks; title of the complete work (if applicable), in italics; full web address, enclosed within angle brackets; and date of the visit (if applicable), in parentheses. If the Web page shows no year of publication, the year of the visit may be used in its place.

Arizona Dept. of Commerce. (2005). "Community profile: Hualapai Indian Reservation." <
<http://www.azcommerce.com/doclib/commune/hualapai.pdf>> (Mar. 17, 2014).

Biographical Information

Biographical information needs to be added to your paper after the references.

Other

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