How to Format Your Paper for the
9th Annual National Symposium on Student Retention

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Abstract - These instructions give you basic guidelines for preparing camera-ready papers for the National Symposium on Student Retention. This is an example of the abstract. It is justified and in 11 point bold font. The heading “Abstract” appears about 3” below the top of the page. Keep the abstract succinct. Each of the section headings in the paper below provides a description of how to format a key element of your paper. Read through the rest of this paper, as it will provide format examples for all of the major components of your paper.

Introduction

This is an example of the format you will be using to prepare your paper for publication in the Proceedings of the National Symposium on Student Retention. You should use Times New Roman font for all fonts in the paper. Please do not use a typewriter-style font such as Courier.

Notice how this paper is single spaced and uses indents on the paragraphs. The remainder of this article will provide examples of the formats of all the major components of your paper. Please follow these directions as closely as possible to ensure that our proceedings reflect the quality research being presented.

When preparing your final paper, please be sure to consider and incorporate the comments from your reviewers. They spent their time reading your paper and making comments in order to help you publish the best paper possible.

Page Size and Layout

This format is designed for 8 ½” by 11” paper. Here are the margin sizes for the format:

- Top, Bottom – 1.0”
- Left and Right Margins - 1.0” (25 mm)

You are allowed exactly 10 pages for the body of your paper publication. No more. You can always take fewer pages but you may not take more than 10 pages, including any charts, tables, or figures. The main body of the paper is to be followed by the Reference list which contains the bibliography, in APA style. See the end of this paper for an example.

Title and Authors

The title of the paper is centered 1.0” (25 mm) below the top of the page in 16 or 14 pt bold font. Use 14 pt font only if the length of your title makes it necessary. Right below the title are the names of the authors, their affiliation information and their email addresses. The font size for the authors is 11 pt. The author font is bold but the affiliation is not, as shown above. You can list authors 2-3 across depending on the length of name and affiliation. The organization for the authors above is just an example. Just keep in mind that the top of the main body of your article begins pretty close to 3.0”
Body of the Paper

The readers are going to expect to see your paper presented in a well organized fashion. Typically one would expect to see Headings used to identify key elements of the paper such as Introduction, Background, Methodology, etc. The text for paragraphs is 11 pt font that starts off with an indentation. Use a readable and clear font like Times New Roman for your paper. Single space your text. Use additional space as needed between sections to increase the readability. You may use bullets and numbering to draw attention to important points in the text. However, refrain from using them excessively. This is an academic paper rather than an executive summary. So, the reader is looking for more indepth information rather than highlights as they may be presented in a PowerPoint presentation.

Section Headings

Section headings come in three varieties: first-level headings, sub-headings (i.e. lesser than first-level heading) and unnumbered headings. All section headings should be numbered sequentially, except for unnumbered headings which are, of course, unnumbered. Use spacing between sections of your paper as needed to support ease of reading. First-level headings such as the heading on this section (Section Headings) are 12 pt bold.

Sub-level Headings

For Sub-Headings lesser than First-Level, use 11 pt bold font. There is no space between this heading and the detail in the paragraph that follows it. This section is an example of a sub-level heading with text.

Sub-Headings

For Sub-Sub headings use italics 10 pt font (unbolded). Please be consistent! There is no space between this heading and the detail in the paragraph that follows it. This section is an example of a sub-sub level heading and accompanying text.

Footnotes

Footnotes should be used sparingly if at all. Most times a parenthetical remark within the text body is sufficient and a footnote can be avoided. Be sure not to violate the bottom margin by the placement of a footnote! As shown at the top of this set of footnotes.

Citations in Text and Reference List

Be sure to cite all sources. Author’s name and year, e.g., (Fogel 1995), is the preferred APA format. Check to be sure that the references are complete and accurate. All articles and resources cited in the paper should also be listed in the reference list at the end of the paper. It is preferred that you use the APA style format for the reference list. A very helpful resource for formatting the

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1 When used too much, footnotes can ruin a paper by breaking-up the flow of the thoughts in the text.
2 Most times a parenthetical remark within the text body is sufficient and a footnote can be avoided.
3 Be sure not to violate the bottom margin by the placement of a footnote!
4 As shown at the top of this set of footnotes.
Illustrations

Place illustrations (figures, tables, drawings, and photographs) throughout the paper at the places where they are first discussed in the text, rather than at the end of the paper.
Number illustrations sequentially (but number tables separately). Place the illustration numbers and caption under the illustration in 9 pt font. Do not allow illustrations to extend into the margins.

Submission and Review Process

Please submit your camera-ready paper by June 7, 2013 to the Consortium for Student Retention Data Exchange at the following address: http://sparky.occe.ou.edu/csrde/
In addition to the paper, please provide the title of the paper.

Conclusions

If you have any questions, please contact the Consortium for Student Retention Data Exchange at the University of Oklahoma, 405-325-2158, or csrde@ou.edu.

Acknowledgments

This format example was patterned after a similar example provided for the authors of the Congress on Evolutionary Computation for submission for their 2003 conference (Angeline & Porto, 2003).

References


Note: References are formatted with Hanging Indent
References listed in Alphabetical order by last name of lead author.