How to Format Your Paper for the
10th Annual National Symposium on Student Retention

Sandra Whalen
Consortium for Student
Retention Data Exchange
The University of Oklahoma
swhalen@ou.edu

Tip:
You can fit 2 or 3 authors across.
Using MS WORD, if you insert a
1 row and 2 or 3 columns
one column per author) and no
grid lines you can neatly type your
authors in.

Abstract – These instructions give you basic guidelines for preparing papers in Word format
for the National Symposium on Student Retention. This section 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, and the word “Abstract” should be included. 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.

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 up to 10 pages for the main body of your paper, 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. Keep in mind that the top of the main body of your article begins pretty close to 3.0” below the title. Remember to leave a little room below the affiliations so as not to crowd the top of the text in the paper.

**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 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 sparingly to draw attention to important points in the text.

**Section Headings**

Section headings come in three varieties: first-level headings, sub-headings (i.e. lesser than first-level heading) and sub-sub headings. 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-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-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\(^1\) if at all.\(^2\) Footnotes should be 9 pt font with 1 pt leading and should appear at the bottom of the page within a single column.\(^3\) A thin rule (line) should be used to set off the footnote from the text.\(^4\)

**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 in APA format. A very helpful resource for formatting the citation and the Reference List can be found at OWL.

---

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, charts, 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. Place the illustration numbers and caption below the illustration in 9 pt font. Do not allow illustrations to extend into the margins. The caption should look like this: Figure 1: Title of illustration appears below the illustration and is not italicized.

Tables

Place tables throughout the paper at the places where they are first discussed in the text. Number tables sequentially. Place the table numbers and caption above the table in 9 point font like this: Table 1: Title of table appears above the table and is italicized.

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.