How to Format Your Tutorial Paper for the 11th Annual National Symposium on Student Retention

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Abstract – These instructions give you basic guidelines for preparing tutorial 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 pt 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 with no more than 200 words. It should include your learning objectives and briefly describe plans for audience participation. 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 modified APA format you will be using to prepare your tutorial paper for publication in the Proceedings of the National Symposium on Student Retention. You should use Times New Roman for all fonts in the paper.

Notice how this paper is single spaced and uses .5 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.

Papers will be peer-reviewed, and we will notify paper submitters on the status of their paper by August 10, 2015. If accepted for presentation, authors may be required to make edits to their paper as directed by the editor and suggested by the reviewers in preparation for publication in the Proceedings of the 11th Annual National Symposium on Student Retention.

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”

The main body of your paper should be 3-5 pages, including any charts, tables, or figures. The main body of the paper is to be followed by the Reference list, if applicable, which contains the bibliography, in APA style. Appendices will follow the Reference List. 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. 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.

*Tip:* Insert a table with no grid lines so you can neatly type your author information.

Body of the Paper

The readers are going to expect to see your tutorial 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 with a .5 indentation for each paragraph. 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. You are allowed 3-5 pages for the main body of your paper, including any charts, tables, or figures. The References follow the body of the paper and are not included in the 3-5 page maximum. Any appendices will follow the Reference section.

Since this is a “how to” paper, citations and the Reference section are not required, but may be included if relevant. The tutorial paper should provide the reader with a general explanation of your topic and presentation. Step-by-step instructions may be included if appropriate. The rest of this sample tutorial paper provides more information for including tables, illustrations, references, and appendices. If your paper will include these items, please follow the instructions provided below.

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 and there should be a double space between the header and the paragraph that follows it.

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). 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

If applicable in your tutorial paper, be sure to cite all sources. Author’s name and year, (Author, 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. The Reference list should only include titles cited in your paper. A very helpful resource for formatting the citation and the Reference List can be found at OWL (Online Writing Lab) at Purdue. http://owl.english.purdue.edu/owl/resource/560/01/ Scroll down to the bottom of the Owl website to find links on formatting in-text citations and the reference list.

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. An example is shown below.

![Figure 1: Title of illustration appears below the illustration and is not italicized.](image)

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 pt font, as noted below.

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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.
Table 1: Title of table appears above the table and is italicized.

<table>
<thead>
<tr>
<th>Subhead</th>
<th>Column Head</th>
<th>Column Head</th>
<th>Column Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row 1</td>
<td>123</td>
<td>234</td>
<td>178.5</td>
</tr>
<tr>
<td>Row 2</td>
<td>456</td>
<td>567</td>
<td>511.5</td>
</tr>
<tr>
<td>Row 3</td>
<td>789</td>
<td>891</td>
<td>840.0</td>
</tr>
</tbody>
</table>

Conclusions

You will receive an email from CSRDE with details on how to submit your paper. If you have any questions about formatting your paper or the submission process, 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

If your tutorial paper contains references, the reference section should begin on a new page after the body of your paper. It should contain the information for each source cited in your paper. Each entry in the reference list should be cited in your paper.

The label References should be left-aligned, bold, and 12 pt font. The entries should be formatted with hanging indent and listed in alphabetical order by last name of lead author. Single space the entries, as seen in the examples below, and single-space between each entry.

Example of Document from website:

Example of single author book:
Author, A.A. (Year of publication). Title of work: Notice that it is italicized and lower case, except the first letter of the title and subtitle, and proper nouns. Location: Publisher.

Example of article or chapter in an edited book:
Author, A.A., & Author, B.B. (Year of publication). Title of chapter. In A.A. Editor & B.B. Editor (Eds.), Title of book (pp. x-x). Location: Publisher.

Example of article in journal:
Author, A.A., Author, B.B., & Author, C.C. (Year). Title of article: Notice that the title is not italicized and is lower case, except the first letter of the title and subtitle and proper nouns. Title of Periodical, volume number (issue number), pages.

Appendix

You may include several appendices, if needed. They should follow the Reference section and the label Appendix should be left-aligned, bold, and 12 pt font. If you have more than one Appendix, they should be labeled “Appendix A”, “Appendix B”, etc. The body of your paper should refer to each appendix by its label. The format of the appendices varies depending on the content as outlined above (table, illustration, text).
Summary of Paper Format

All sections may not apply to your tutorial paper (tables, references, etc.)

Font should be Times-New Roman throughout

**Title:** Bold, 16 pt. (or 14. pt if really long); centered; capitalize all words of four letters or more, even if they are conjunctions, articles, or prepositions; when the capitalized word is hyphenated, capitalize both words; capitalize the first word after a colon or dash

**Authors:** 11 pt., Author’s name bold, include affiliation (University and email address), not bold *title and/or office is optional*

**Abstract:** No more than 200 words; 11 pt; bold; justified; Must include the word “Abstract”; Must include learning objectives and plans for audience participation

**Body:** 11 pt., single-spaced throughout; no spaces between paragraphs under each section; each paragraph should be tabbed (0.5)

**Heading:** Bold, 12 pt.; left align; double space after heading before body of text

**Sub-heading:** Bold, 11 pt.; left align; no space between sub-heading and text

**Sub-sub heading:** Italicized, not bold, 10 pt; left align; no space between sub-sub heading and text

**Tables:** Table labels should be 9 pt Times New Roman and appear *above* the table; font size in tables should be 9 pt; should look like this – Table 1: *Title of table is italicize, but the words “Table 1” are not*

**Illustrations:** Labels for figures, charts, drawings, etc. should appear below the illustration in 9 pt Times New Roman; should look like this – *Figure 1:* Title of figure is not italicized, but the words “Figure 1” are

**References:** Begin on new page (unless there is very little text at the top of the last page and not many references); bold the word References, 12 pt.; left align; double-space after the heading, but otherwise the list should be single-spaced; alpha order by author; hanging indent for each reference listed; single-space between entries

**Appendix:** Should begin on a new page after references; bold the word Appendix (if more than one, Appendix should be labeled “Appendix A”, “Appendix B”); 12 pt; left-align; format content as outlined above depending on whether text, table or illustration