How to Format Your Paper for the
18th Annual National Symposium on Student Retention

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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 pt bold font. The abstract appears below the author information and the word "Abstract" should be included. Keep the abstract succinct with no more than 200 words. <u>Only the abstract should be justified</u>. The rest of this paper will provide format examples for section headings and major components of your paper.

keywords: you can include up to six; use all lowercase; optional; separate with semi-colon; will be included in conference mobile app

Introduction

This is an example of the <u>modified</u> APA format you will be using to prepare your paper for publication in the *Proceedings of the 18th Annual National Symposium on Student Retention*. Times New Roman should be used for all fonts in the paper and the body of the paper should be left-aligned, not justified. **<u>Papers are due May 23, 2022.</u>**

The title of the paper is centered 1.0" below the top of the page in 16 or 14 pt bold font. Use 14 pt font only if the length of your title is more than two lines. Try to keep titles short. 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 may list authors two across. The author order is used in the CSRDE database and reflected in the conference mobile app. Example: Sandra Whalen is the first author and will receive all communication from CSRDE. Her name will be listed first in the conference mobile app, followed by Brittnee Madden and Tim Bennett. **Tip:** Insert a table with no grid lines so you can neatly type your author information. Remember to leave a little room below the affiliations so as not to crowd the top of the text in the paper.

Papers will be peer reviewed and we will notify paper submitters on the status of their paper by **<u>July 22, 2022</u>**. If accepted for presentation, authors may be required to make edits to their paper as directed by the co-editors and suggested by the reviewers in preparation for publication in the *Proceedings of the 18th Annual National Symposium on Student Retention*.

Authors will retain the rights to their papers.

Page Size and Layout

Notice how this paper is single-spaced and uses .5 indents on the paragraphs. <u>Single spacing is used between all punctuation.</u> 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.

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"

Body of the Paper

This is an academic paper so the readers will want 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, Literature Review, Methodology, Results, and Conclusion. The text for paragraphs is 11 pt font with a .5 indentation for each paragraph. Use Times New Roman throughout your paper and single-space your text. Use bullets and numbering sparingly to draw attention to important points in the text.

You are allowed up to 10 pages for the main body of your paper. References, containing the bibliography in APA 7th edition format, follow the body of the paper and are not included in the 10-page maximum. Tables and figures appear after references, with all tables listed before figures. Any appendices will follow tables and figures. Do not include a cover page, headers, footers, or page numbers in your paper.

Section Headings

Section headings come in three varieties: first-level headings, sub-headings (i.e. lesser than first-level heading) and sub-sub headings. Triple-space between main sections of your paper 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.

Remember to single-space between paragraphs under each section throughout the paper, as seen here.

Sub-Headings
This section is an example of a sub-level heading with text. 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.

Sub-Sub Headings
This section is an example of a sub-sub level heading and accompanying text. For sub-sub headings, use italics 10 pt font (not bold). There is no space between this heading and the detail in the paragraph that follows it.

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]

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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 See rule (line) as shown at the top of this set of footnotes.

Citations in Text and Reference List

Be sure to cite all sources. Author names and year (Author & Author, 2010) should be cited using APA format (7th Edition). Check to be sure that the references are complete and accurate.

All articles and resources cited in the paper must be included in the reference list at the end of the paper, using APA 7th Edition format. In addition, all works listed in the References must be cited in the paper. A very helpful resource for formatting the citation and the Reference List can be found at OWL (Online Writing Lab) at Purdue University. Look to the left of the Owl website to find links to the APA Guide, then choose the 7th edition option.

Conclusions

Authors whose proposals are accepted will receive an email from CSRDE with details on how to submit their 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

The Reference section should begin on a new page after the body of your paper. Each source cited in the paper must be listed in the References, and each source in the Reference list must be cited in the paper.

Using our modified APA format, the label "References" should be left-aligned, bold, and 12 pt font as seen above. The entries should be formatted with hanging indent and listed in alphabetical order by last name of lead author. Unlike APA, please single-space the entries, as seen in the examples below, and single-space between each entry. Otherwise, use APA 7th Edition format for italics, spacing between words, 11pt font, etc. as noted below. See the Purdue OWL website for links on formatting your reference list.

Example of Document from website:
Angeline, P., & Porto, V. (2003). *How to format your paper for the 2003 congress on evolutionary computation*. Unpublished document provided to CEC 2003 authors. http://www.cs.adfa.edu.au/%7Erim/CEC2003/format.doc
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* (2nd ed.). Publisher. https://doi.org/add number here, if available, with no period at the end
Example of article or chaper 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). Publisher. https://doi.org/add number here, if available, with no period at the end

<u>Example of article in journal</u>:
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), 38-49. https://doi.org/add number here, if available, with no period at the end

Tables

All tables should appear on a separate page following the reference section, not embedded in the paper. Be sure to refer in the text to all tables by number. Tables should be editable within the document (<u>do not include a picture of a table</u>) and numbered sequentially. Place the table numbers above the table in 9 pt font, as noted below, and in bold font. The title of the table should be italicized and in title case. Do not allow tables to extend into margins.

**Table 1**: *Title of Table Appears Above the Table and is Italicized*

Header is Optional			
Subhead	Column Head	Column Head	Column Head
Row 1	123	234	178.5
Row 2	456	567	511.5
Row 3	789	891	840.0

Figures

Place all figures at the end of the paper, on a separate page, following the reference section and tables. Be sure to refer in the text to all figures by number.

Number illustrations sequentially. Place the figure numbers above the illustration in 9 pt font, as noted below, and in bold font. The title of the figure should be italicized and in title case. Do not allow figures to extend into the margins.

Figure 1: *Title of Figure Appears Above the Illustration and is Italized*
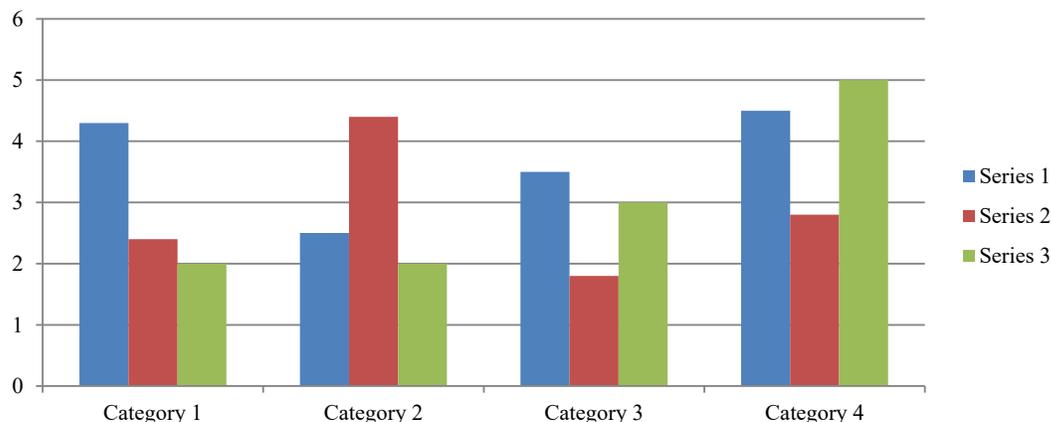
Appendix

You may include several appendices, if needed. They should begin on a new page and follow the Reference section and any tables and/or figures. The label "Appendix" should be left-aligned, bold, and 12 pt font as seen above. If you have more than one Appendix, they should be labeled "Appendix A", "Appendix B", etc. The body of your paper should include reference to the Appendix using their labels. The format of the appendices varies depending on the content as outlined in the previous pages (table, figure, text).

Summary of Paper Format

Font should be Times-New Roman throughout

Title: Bold, 16 pt (or 14 pt if too long); centered; capitalize all words of four letters or more, even if they are conjunctions, articles, or prepositions; capitalize major words with fewer than four letters; 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 (may include degree), include affiliation (University and email address), not bold; position title and/or office is optional. Author order is reflected in the conference app and will be based on how it is added in your paper, left to right then the next line

Abstract: No more than 200 words; 11 pt; bold; justified; should include the word "Abstract" followed by a colon

Body: 11 pt, single-spaced between sentences and between paragraphs within 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

References: Begin on new page after the body of the paper (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; use 11 pt font for entries; alpha order by author; hanging indent for each reference listed; use APA formatting (7th Edition) for each listing, except single-space between entries

Tables: Tables follow the references. <u>Tables must be editable</u>; font size within tables should be 9 pt; table labels and titles should appear *above* the table, be 9 pt Times New Roman, and should look like this – **Table 1**: *Title of Table is Italicized; Label (e.g. "Table 1") is in Bold Font*

Figures: Figures follow tables. Labels and titles for graphs, charts, drawings, etc. should appear *above* the illustration in 9 pt Times New Roman and should look like this – **Figure 1**: *Title of Figure is Italicized; Label (e.g. "Figure 1") is in Bold Font*

Appendix: Begin on new page after references and tables and figures; 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