Title (Arial 18pt Bold Centered)

Author(s) (12pt Bold Centered)[[1]](#footnote-1)

**Affiliation (11pt Bold Centered)**  
City, State, Country (10pt Bold Centered)

email@domain.tld *<optional>* (10pt Centered)

**Abstract** –The word “Abstract” is 11pt Bold, align left, no indent. Use an n-dash after the word “Abstract.*”* Abstract text follows the dash on the same line, 11pt, align left and contained within one paragraph. Use two blank line spaces above and one blank line space below Abstract. (NOTE: All text throughout the document is Arial.Use one space between sentences. Do *not* *edit* page headers, page footers or page numbers. For convenience and consistency, use Styles in this document’s Style Gallery.)

# First-level Subhead: 14pt Bold, Align Left, Title Caps

First paragraph text: 11pt (“Body Text” Style), no indent, align left.

All other paragraphs in the section: One blank line space before and after, 11pt, no indent, align left.

For bulleted or numbered lists, bullet/number indent should be 0.25” and text indent should be 0.5”:

* **Bullet Heading (if any), 11pt Bold**: Accompanying text, 11pt, align left, hanging indent at 0.5”.
* No line space before first bullet or between bullets.

Paragraph after a bulleted/numbered list: One blank line space before and after, no indent, align left.

## Second-level Subhead: 12pt Bold, Align Left, Title Caps

First paragraph text: 11pt, no indent, align left.

All other paragraphs in the section: One blank line space before and after, 11pt, no indent, align left.

# Figures, Tables and Equations

All Figures and Tables must include a caption below. For text in tables use 11pt. Arial. One blank line space between text and Figure or Table. No text wrapping around Figures or Tables.



Figure 1: Example caption; 10pt, small caps, centered, one blank line space before and after.

**Equations:** Use MS Word Symbol font, 11 pt. for all math symbols. Center equations and number them consecutively with equation numbers in parentheses flush with the right margin, as in (1):

¶¶¶¶b (1)

Refer to “(1)”, not “Eq. (1)” or “Equation (1),” except at the beginning of a sentence: “Equation (1) is….”

# In-text References

Use square brackets for all in-text references: [1]. Do not use sub- or superscripts.

# References

1. For References use 11pt., align left, square-bracketed numbering, hanging indent 0.25”. Use one blank line space between references. Use text formatting for References as shown in [2].
2. Author's Last name, First initial. Middle initial (if any)., “Title,” *Journal or Book Title*, Vol., No. #, date, p. # (or pp. #-#, if referencing multiple pages).

1. *For multiple authors:* If from the same company, separate by commas on **Authors** line; if from different companies, use complete Author’s block for each, separated by 1 blank line space. (For explanatory footnotes—NOT references—use this format [MS Word Footnote default].) [↑](#footnote-ref-1)