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**Paper Title: How to Format Papers for Academic & Research Conference Proceedings**

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**First M. Name1 and First M. Name2**

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**Abstract**

Your abstract should be limited to 300 words; it must never exceed the first page or contain artwork or references. The abstract should present a concise statement of the scope, principal findings, and conclusions of the paper.

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**Keywords:** submit 3-5 key reference words (in alphabetical order)

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**Paper Format**

The above heading is an example of a heading level 1 (centered, bolded, all first letters caps). All subordinate headings should be left-aligned, bolded, and only first letter capped.

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The formatting for papers is included in the sections below, please follow accordingly and contact the administrator if you have any questions.

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**Author contact information**

A sample of author contact information is shown above in this document. The following information may be provided for all authors of the paper: author’s full name; title; academic degrees or honors; current affiliation (employment or academic); postal mailing addresses; phone and fax number; and email.

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**Style**

The paper must be written in best possible technical and grammatical English. Titles should be concise and should describe the content of the paper. If you have a long title, please consider a **Title: Subtitle** format, as the title of this document.

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**Length**

The maximum length for conference proceedings (including all text, figures, references) is 8 pages.

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**Point size and font**

Only one point size (12 point), except for title (18 pt.) and tables (10 pt.), and one font (Times New Roman can be used in the paper. *Italics***, bold,**and***bold italics*** can only be used where indicated in this document (i.e. as specified in headings, tables, etc.), not in the paper’s body.

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**Margin**

1” margins all around

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**Table 1. Margin Settings for Standard American Letter**

|  |  |  |
| --- | --- | --- |
|   | **Measurement** |   |
| **Equipment Load** | **Time** | **Distance** | **Method** | **Total Reserve** |
| Sand | 1:54 hr. | 2.5 mi. | 2 ton dual axle | 75% |
| Dirt | 2:17 hr. | 2.3 mi. | 1.5 ton single axle | 16% |
| Gravel | 1:47 hr. | 1.3 mi. | 18 yd. Dump | 54% |
| Note. The reserve values represent the mean percentages of correctly traveled loads |

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**Table 2. Margin Settings for Standard American Letter**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment Load** | **Time** | **Distance** | **Method** | **Total Reserve** |
| Sand | 1:54 hr. | 2.5 mi. | 2 ton dual axle | 75% |
| Dirt | 2:17 hr. | 2.3 mi. | 1.5 ton single axle | 16% |
| Gravel | 1:47 hr. | 1.3 mi. | 18 yd. Dump | 54% |
| Note. The reserve values represent the mean percentages of correctly traveled loads |

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**Layout**

All text must be single-spaced. Indent the first line of each paragraph by 1.27 cm (0.5"). Text should be left and right justified across whole page width.

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Leave one blank line above headings. Use **Bold Initial Capitals** **Centered** for section titles, **Bold Initial Capitals** for subsection titles, and *Italics Initial Capitals* for sub-subsection titles*.*

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Leave at least one blank line both above and below equations, illustrations and tables (including the caption), unless they are placed at the top or bottom of the page. Page design should be consistent throughout the paper.

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All graphics (photos, line art, and tables) *must* be centered and fit within the above margin settings. All graphics should be understandable when printed in black and white. Do not use only color as a distinguishing feature. Use symbols or patterns on line and bar graphs to identify lines and columns. Landscape orientation is acceptable.

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Illustrations should be numbered consecutively as they are presented (Figure 1, Figure 2, etc., and Table 1, Table 2, etc.). Each figure should be mentioned or called out before it appears. More than one figure may appear on a page.

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**Captions and legends**

A descriptive caption, including figure number, should be placed directly *below* the illustration (see Figure 1). A descriptive legend, including table number,should be placed immediately *above* the table (see Table 1).

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**Figure 1. Sample line art illustration**

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**Mathematics**

All mathematics must be embedded in the text using an equation editor. Equations need to be numbered *only* if they are referred to more than once.

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$A=πr^{2}$ (1)

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**System of units**

Authors are required to use the International System of Units (SI). Alternatively, dual units can be provided with SI given first and corresponding English Imperial units given in parentheses. For more information about SI units, go to the U.S. Metric Association (USMA), Inc. site (http://lamar.colostate.edu/~hillger/) or the National Institute of Standards and Technology (NIST) site (http://physics.nist.gov/cuu/Units/index.html).

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**Conclusion**

With thanks for your efforts, we look forward to providing a record of this conference that will be useful to you and your colleagues for many years to come.

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**References**

All references should appear together at the end of the paper. References are listed alphabetically by last name of the first author. When two or more references by the same author are listed, year of publication is taken into account, and the earliest work is listed first. Wherever reference is cited in the text to an author’s work, the author’s name and year of publication should appear in parentheses. *Superscripts shall NOT be used to denote references, as these numbers often appear too small to be read easily.* **All listed references must be cited in text.**

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