

“SINGLE COLUMN FORMAT”

This card should be used as your primary reference when formatting your paper. For specific areas such as Tables, Graphics, Footnotes, and References, please refer to the instructions on the sample paper enclosed.

Initial Setup (For 8½" x 11" paper)

Please set up your word processor to these initial settings. Your paper should follow these formatting styles listed below.

Base Font: 12pt Times (or Times New Roman)
Line Height: Auto
Line Space: Single
Margins:
Bottom: 1" (Note: do **NOT** page number)
All Others: .75"
Tab Settings: Every .5" (Additional tabs/indents may be set for tables or other items.)
Justification: Full

Paper Title

Maximum of three lines for your title.

Font Size: 14pt
Attribute: Bold and All Caps
Justification: Center
Position: Top margin
Spacing: One blank line after last line of title.

Author/Byline Information

Please type author's full name, affiliation, city and state abbreviation. Try to abbreviate affiliations when possible. Do NOT include street address, titles, departments, etc.

Font Size: 12pt
Attribute: Italicized and Initial Caps
Justification: Center
Spacing: Two blank lines after last author line

Headings

Font Size: 14pt
Attribute: Bold and Initial Caps
Justification: Center
Spacing: Double Space After

Subheadings

Font Size: 12pt (same as base font)
Attributes: Bold, Italicized and Initial Caps
Justification: Left
Spacing: One line before all new subheads. Begin paragraph directly below each new subhead.

Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.5") each new paragraph. Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated (12pt). Do NOT double space between paragraphs. However, double space before starting a new heading or subhead.

Page Numbering

Omnipress will determine your final page numbers, and we will place them on your paper originals. Please do **NOT** put a page number on the front side of your original. Simply number in pencil on the **back side**.