CONFERENCE MANUSCRIPT FORMAT DEFINITION TABLE

MARGINS
US Letter-sized paper: side = 0.625 inch; top = 0.75 inch; bottom = 1 inch; columns–single = 7.25-inch width, –double = each 3.5-inch width with .25 inch between
A4 paper size: side = 13 mm; top = 19 mm; bottom = 43 mm; columns–single = 184-mm width, –double = each 88.9-mm width with 6.2 mm between

Text Type *click on label to view example*	Font Size/Type	Line Spacing	Justification	Numbering	Style	Number of Columns [see MARGINS, above, for widths]	Special Formatting
Title	24 points/regular	28 points	centered	n/a	conference title style	one column	
Author Name	11 points/regular	12 points	centered	n/a	standard	*up to three affiliations:* one per column (max. 2.25 inches/three columns); *over three affiliations:* 7.25 inches/one column, author names listed across, with symbol footnotes	Author name should start approx. 0.25 inch below title.
Author Affiliation	10 points/regular	11 points	centered	n/a	standard	*up to three:* one per column (see above); *over three:* across one column on single line, each separated by ½ pica	
Abstract	9 points/bold, "Abstract—": bold+italic	10 points	left- and right-justified	n/a	standard	two columns	Abstract should start approx. 0.5 inch below last line of author affiliation.
Text	10 points/regular	12 points	left- and right-justified	n/a	standard	two columns	
Section Heads (1)	10 points/regular	14 points	centered	Optional—Capital Roman numerals (I., II., etc.)	Capitals/small caps	two columns	*Acknowledgment* and *References* sections should NOT have numbering.
Heading 2	10 points/italic	12 points	left-justified	Capital alpha numerals (A., B., etc.)	standard	two columns	
Heading 3	10 points/italic	12 points	left-justified	Arabic numerals + right parens + *text* + colon**,** run-in, indent 1em	standard	two columns	
Heading 4	10 points/italic	12 points	left-justified	Lower case alpha numerals + right parens + colon, run-in, indent 2em	standard	two columns	
Footnotes	8 points/regular	9 points	left-justified	superscript Arabic numerals preceding	footnote style	two columns	
References	8 points/regular	9 points	left-justified	Arabic numerals in brackets ([1], [2], etc.)	reference style	two columns	
Figure Captions	8 points/regular	9 points	centered below figure	Arabic numerals: "Figure " + numeral (+ period + text) (optional)	standard	one column or two columns	
Table Captions	8 points/regular	9 points	centered above table	Capital Roman numerals: "TABLE" + numeral (+ colon + text) (optional)	Capitals/small caps	one column or two columns	
Table Text	8 points	9 points	optional	n/a	standard	one column or two columns	
Single-line Equations	10 points	12 points	centered	Optional—Arabic numerals in parens, right-justified [(1), (2), etc.]	standard	two columns	Equation should have 1 pica before and after.
Double-line Equations	10 points	1 pica before and after	1st line left-justified, 2nd line right-justified, indented 1em	optional- see above	standard	two columns	See above
Multi-line Equations	10 points	1 pica before and after	Equal signs (=) aligned, or lines after 1st line aligned right of equal sign	optional- see above	standard	two columns	See above

n/a = not applicable   *Click on blue text to view definition.*

Glossary of Terms for the Conference Manuscript Format Definition Table

1 em	Length equal to the width of uppercase M in a particular font + font size. Example: 1 em in 10 point Times New Roman is approximately 0.125 inch.
conference title style	first word always capitalized, and all other words capitalized except for conjunctions (and, but, or, etc.), prepositions/prepositional phrases having six characters or less per word (after, into, based on, etc.), and articles (a, an, the, etc.).
footnote style	refers to standard footnote style for conferences.
justification	alignment of a text line with regard to margins.
left-justified	aligned along the left side of the column or margin.
left- and right-justified	aligned along both sides of a column, as in a typical conference manuscript column.
parens	parenthesis or parentheses. (= Left, or open, parens.) = Right, or close, parens.
pica	unit of length equal to 1/6 of one inch, typically used to define spacing between lines.
point	unit of length equal to 1/72 of one inch, typically used to define font size and paragraph spacing.
reference style	refers to standard reference style for conferences.
regular (type)	not bold or italic (type).
right-justified	aligned along the right side of the column or margin.
run-in	paragraph text follows immediately after heading label + colon. Heading 3 & 4 styles are run-in, section heads (1) and heading 2 styles are not (paragraph text starts on next line). See examples in sample manuscript.
standard (style)	refers to typical American English capitalization, spelling, and grammar rules.
symbol footnotes	non-numeric symbols commonly used for footnotes. Some examples are † ‡ § # ¤ * a b c.