

## Grodins Paper Guidelines Checklist

Please use this checklist to ensure that your paper matches the expected paper format, style, and organization. Submitted papers that do not follow these guidelines will be returned to you for corrections. Thank you for your cooperation and efforts!

*\*See the paper template for an example that matches these guidelines.*

*\*\*Note that the printed proceedings booklet will be in GRAYSCALE, so design your figures accordingly.*


**Margins** (MS Word 2003: *File > Page Setup*, MS Word 2007: *Page Layout > Margins*):

- 1 inch (25mm) margins at the top and bottom
- 0.7 inch (18mm) margins on the left and right sides

**Title Layout:**

- Centered title, authors' names, affiliations including city and state
- First letter of the first word and all important words in title are capitalized
- Included underlined e-mail address of first author (you); right click email address to *Remove Hyperlink*

**Paper Layout** (MS Word 2003: *Format > Columns*, MS Word 2007: *Page Layout > Columns*):

- Two columns 3.45 inches (88mm) wide with a space of 0.2 inches (5 mm) between the columns
- Each column left and right justified
- Text is single-spaced (MS Word 2003: *Format > Paragraph > Indents and Spacing*, MS Word 2007: *Home > Paragraph > * )

**Organization:**

- Separate sections for abstract, introduction, methods, results, discussion/conclusions, references, acknowledgements
- Abstract does not exceed 100 words

**Text Format:**

- All text is Times New Roman font
- Paper title: 14 point **bold**
- Names and affiliations: 12 point normal
- Paper text: 10 point normal
- Section titles (Abstract, Introduction, Methods, etc.): 10 point **bold**
- Figure label numbers: 8 point bold, centered, **below** the figure
- Table label numbers : 8 point bold, centered, **above** the table
- Figure/Table label text: 8 point normal

**Length:**

- 2 pages in length (longer than two pages will **not** be accepted)
- File size less than ~4 megabytes. If necessary, you can compress the size of pictures in your document all at once or individually using the *Compress Pictures* button in the *Picture* Toolbar.

**Figures/Tables:**

- Tables and figures centered within a single column or across both columns
- Numbered and provided a caption for each figure/table
- Characters and text at least 8 point
- Graphs and images suitable for grayscale

*The downloadable proceedings that will be posted on the website will be in color, but the printed booklet will be in GRAYSCALE. Therefore, we ask you to make sure that your graphs/images and references to them are legible and make sense in both color and grayscale formats. Thank you!*

**References:**

- References listed and numbered at end of paper in the order they occur in the text
- Bracketed [ ] the numbers in the reference section
- Cited in text with [#] at the end of the sentence.

Example: “was based on the Volterra modeling approach adapted for Poisson point-processes [1].”