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# ABSTRACT

This is an example of an I/ITSEC paper title page. The title page is formatted as one column of single-spaced text. It should be justified according to block style and use margin settings of 1 inch on all sides (i.e., top, bottom, left, and right). Do not add an additional header—please leave the running header as it is. Please insert your Ref ID (Paper) number in the footer. Page numbers are already accounted for. The preferred font is Times New Roman.

The paper title should be centered at top of page and typed in 14-point bold font. The first line of the title should not start before the 1.0-inch top margin, and last line of the title should fall at 1.4-inch top margin. Starting one line below the paper’s title should be four lines indicating the authors’ names, affiliations, locations, and e-mail addresses. The information on authors should be centered across the page and typed in 10-point, boldfaced font with initial letters capitalized. If you are the only author, place your contact information centered on the page. The title and the authors’ affiliations sections will be repeated on the first page of your paper’s text.

The Abstract should start two lines below the authors’ affiliations section. **To avoid having your information truncated, please limit your abstract to 300 words.**

Completed papers are due and must be submitted according to instructions available in the Author’s Kit available at the I/ITSEC website. Finally, the papers will be required to be submitted in PDF.

# ABOUT THE AUTHORS

**Author1 Name** is a brief biography about Author 1. It should follow the same guidelines expressed in the Abstract section above (block justified, 10-point font). Notice that the author’s name is boldfaced. The “About the Authors” section should start two lines below the Abstract. In general, authors should try to include all of this information (title, authors’ affiliations, abstract, and biographies) in a single title page. If additional space is required, author may reduce spacing guidelines for title page (preferred) or may use a second page (alternative).

**Author2 Name** is a brief biography about Author 2. It should follow same guidelines expressed above.

**Author3 Name** is a brief biography about Author 3. It should follow same guidelines expressed above.

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# MAJOR HEADING EXAMPLE

Your paper should be 10 pages (recommended) although up to 12 pages is acceptable to allow for a large number of references. This page limit does not include the title page. Please note, papers are no longer presented in two-column format; they must be provided in a single column format to make it easier to read on mobile devices.

Major headings should be set in 10-point bold, capitalized text as shown above and preceded by 2 blank lines except when starting a new page. Body paragraphs (like this one) should be set in acceptable style 10-point font, and fully justified (block style). Insert one blank line between paragraphs and between paragraphs and subheading. Do not indent.

Please do not number your pages as it is done automatically in the footer. However, you should replace the “nnnn” in the footer with your paper ID number. A running header that identifies the paper as being from I/ITSEC for the current year is included at top of each page. Also, a footer including your paper number is displayed at the bottom of each page. Please do not remove or change the position of the header/footer and do not add other information.

## Subheading Example

Subheading titles should be set in acceptable style 10-point font that is boldfaced and uses **initial capitals**. As mentioned above, insert one blank line between paragraphs and subheadings.

Tables and figures should be embedded in the submitted paper and inserted in the body text as soon as possible after they are referenced (see Figure 1).

**Figure 1. Example of a Half Page Figure**

They may be sized to fit half the width of the page, or the full-page width. Captions should follow the [*American Psychological Associate* (APA) guidelines](http://www.apastyle.org/index.aspx) such that Figure captions are placed below the figure. In some cases, you may need to insert a text box and group the caption with the figure. If this approach is taken, you may also need to set the “text wrapping” properties to “square”.

Table captions (see Table 1) are placed above the Table and left justified.

Table 1. Example of a Single Column Table

|  |  |
| --- | --- |
|  | **Processing Time (in 10-5 seconds )** |
| **Speed** | **Heading** | **Total**  | **DR** |
| **Min** | 6.89029 | 6.19888 | 13.08981 | 2.2888 |
| **Mean** | 7.77692 | 7.47008 | 15.24700 | 2.7974 |
| **Max** | 20.5993 | 29.7999 | 50.3992 | 6.35981 |

A sample of a figure spanning the entire width of the page may be seen in Figure 2. Color graphics may be used.

Figure 2. Example of Figure Caption

Equations should be numbered and centered. A slightly smaller font may be used for equations, subscripts, and superscripts. Use Symbol or Lucida for mathematics as shown in equation 1.

|  |  |
| --- | --- |
|  | (1) |

### Sub-subheading Example

Sub-subheading titles should be set in acceptable style 10-point font that is boldfaced and uses initial capitals. The sub-subheadings are included in the body text and not separated by a blank line.

# ACKNOWLEDGEMENTS

The acknowledgements section is optional. If included, it appears after the main body of text and before the references. This section includes acknowledgements of help from associates, credits to sponsoring agencies, etc. Please try to limit acknowledgements to no more than a three or four sentence paragraph.

# REFERENCES

All references should be cited in the text according to author’s name and year of publication. For instance, the first reference would be cited as (Author1 and Author2, year). Some examples of citing and formatting references according to APA guidelines may be found at the [Purdue University On-line Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html) (https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_style\_introduction.html).

The *American Psychological Association* (APA) Style Guide is to be used for any format decisions *not specifically addressed by these instructions*. The complete APA style guide is available at your local library. The references should be alphabetized as shown in example Reference section.

Author1, A.A., & Author2, B. (year). Paper Title. *Journal Name*, *volume number*, pages.

Bauthor1, A., & Bauthor2, B. (year). *Book Title*, Location: Publisher.

Purdue University On-line Writing Lab, (2020). *APA formatting and style guide (7th Edition).* Retrieved April 7, 2021, from <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_overview_and_workshop.html>