Sample manuscript showing specifications and style

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ABSTRACT

Begin the abstract two lines below author names and addresses. The abstract should concisely summarize key findings of the paper, and should consist of a single paragraph containing no more than 250 words. The abstract does not have a section number. A list of up to 10 keywords to use in online content search should immediately follow. Text paragraphs are single-spaced.

Keywords: Times Roman, image area, acronyms, references

1. INTRODUCTION

Use Times Roman or an equivalent font[1] throughout your manuscript, in the appropriate size and style for each section (Fig. 1). All text and figures, including footnotes, must fit inside an image area of 6.75×8.75 in. or 17.15×22.23 cm (Fig. 2). Leave additional space between paragraphs. Indentation is optional.

Article title	16 pt. bold
Author names, affiliations	12 pt. regular
SECTION HEADING	**11 pt. BOLD CAPS**
Subsection heading	**10 pt. bold**
Body text	10 pt. regular
Figure captions	9 pt. regular
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Page type	A4	U.S. standard/8.5×11 in.
Top margin	2.54 cm	1.0 in. (2.54 cm)
Bottom margin	4.94 cm	1.25 in. (3.17 cm)
Left margin	1.925 cm	.875 in. (2.22 cm)
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Manuscript image area: 6.75×8.75 in. (17.15×22.23 cm)		

Figure 1: Text styles for manuscript elements.   Figure 2: Margin and image area settings.

1.1 Title and author information

Center the paper title at the top of the page in 16-pt. bold. Only the first word, proper nouns, and acronyms are capitalized. Keep titles brief and descriptive. Avoid starting with articles or prepositions, e.g., "The study of … ," "On the …." Spell out acronyms unless they are widely known. The list of authors immediately follows the title, in 12-pt. regular, with each line centered. Omit titles or degrees such as Dr., Prof., Ph.D, etc. The list of affiliations follows, with clear notation for each author's affiliation.

1.2 Section headings and attributes

Type each section heading on a separate line in 11-pt. bold capitals, centered. Number sections sequentially, except for the Acknowledgments and References sections. Typical principal headings are 1. Introduction, 2. Methodology, 3. Data, 4. Results, 5. Conclusions, Acknowledgments, and References. Only the first word, acronyms, and proper nouns in a subsection heading are capitalized. The subsection heading is left-justified and formatted in 10-pt. bold. Number sections following this example: Sec. 3.1 is the first subsection of Sec. 3; Sec. 3.2.1 is the first subsection of Sec. 3.2.

REFERENCES

1.   A. Eisenberg, *Guide to Technical Editing*, Oxford University, New York, 1992.

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