# Title of the article (Verdana, 14-point, bold, left aligned, capitalize only the first word, with 12-point before and after the paragraph)

*Add “[Complete Research]” or “[Research-in-Progress]” (Verdana, italic, 12-point, centered, with 12-point after the paragraph)*

**Author1 Name,** Affiliation, email address **(Verdana, 10-point, left aligned, with 6-point after the paragraph.)**

**Author2 Name,** Affiliation, email address **(Verdana, 10-point, left aligned, with 6-point after the paragraph.)**

## Abstract (Verdana, 12-point, centered)

*One paragraph (100 - 200 words) in italic, 12-point type immediately following the abstract heading.*

**Keywords**: Select four to seven keywords that capture the essence of your paper.

## Introduction (Verdana, 12-point, centered)

### Typeface

Must be 12-point Times-Roman type for all text, single-spaced, with 6-point after the paragraph.

### Headings Format

Level Number 1 (Title)- Verdana, 14-point, bold, left aligned, capitalize only the first word, with 12-point before and after the paragraph.

## Level Number 2 (Main Sections Heading)

Verdana, 12-point, bold, centered, with 12-point before and after the paragraph. DO NOT number headings and subheadings.

Level Number 3 (Secondary Sections Heading)- Verdana, 12-point, bold, left aligned, Title Case Capitalization, with 6-point before and after the paragraph. DO NOT number headings and subheadings.

Level number 4 (Secondary Sections Sub-Heading)- Verdana, 12-point, bold, italic, left aligned, with 6-point before and after the paragraph. DO NOT number headings and subheadings.

### Column

Place text in one (1) column, full justification.

### Paper Size

All papers must be set to Letter (8.5’’ x 11’’) page size.

### Margins

All four margins (top, bottom, left, & right) must be one (l) inch.

**Page Numbers**: DO NOT put page numbers at the top or bottom of the pages.

### Footnotes

NOT permitted.

### Length:

Refereed proceedings papers must NOT exceed 3000 words, single-spaced with 6-point after the paragraph including tables, figures, references, abstract and keywords list.

### Tables and Figures

The formatting of tables and figures is left largely up to the authors. Tables and figures should be sized and placed in the body of the paper. Care should be taken so that tables and figures are not separated between pages. Generally, tables and figures should be in Times New Roman 9- to 12-point type, and table column headings should be in bold. Graphics should be clearly rendered so as to yield attractive, high resolution, and readable printed copies. Color graphics is permitted, however, care should be placed to ensure colors are vivid, and clear to distinguish between colors where appropriate. ALL GRAPHICS SHOULD BE INCLUDED IN THE PAPER. Table caption should be noted in Times Roman l2-point type, left aligned, above the table, numbered, and pointed to it from the text (See Table 1). Figure caption should be noted in Times Roman l2-point type, centered aligned, below the figure, numbered, and pointed to it from the text (See Figure 1).

**Table 1.** Example of a Table Caption

|  |  |  |
| --- | --- | --- |
| **Column 1 Header** | **Column 2 Header** | **Column 3 Header** |
| Table text | Table text | Table text |

Figure, Artwork, or Image (Royalty Free)

**Figure 1.** Example of a Figure Caption

## Acknowledgement

Optional. Place before the references.

## References

The current APA formatting guidelines are used to make internal citations within the body as well as provide the complete alphabetic list of reference citations at the end of the paper. The References list contains only works cited in the paper and all works cited in the paper must be listed in the References section. Please refer to for complete APA Reference Style Guide 6th Edition at [www.apa.org](http://www.apa.org) and to <http://library.nmu.edu/guides/userguides/style_apa.htm>. References must be hanging by 0.5 inch.

See below for examples:

### Book

Leonard-Barton, D. (1995). *Wellsprings of knowledge: Building and sustaining the sources of innovation*, Boston, MA: Harvard Business School Press

### Journal Article

Prusak, L. (2001). Where did knowledge management come from? *IBM Systems Journal*, *40*(4), 1002-1007.

### Article (From a Web Site)

Allen, E., & Seaman, J. (2012). Changing course: A 10 years of tracking online education in the United States. *The Sloan Consortium*. Retrieved February 03, 2013 from http://sloanconsortium.org/publications/survey/changing\_course\_2012

## Author(s) Biography(ies)

Please include a brief, one paragraph biography for each author. Bold the name of the author, remaining brief biography in Times Roman l2-point type non-bold.