

# Formatting Your “Education by Design” Symposium Paper

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## ABSTRACT

Your abstract should be no more than 250 words. (note: shorter than the abstract submission)

## INTRODUCTION

This document has three purposes: (1) It describes how to format your paper. (2) It is formatted exactly as a paper should be formatted. (3) It is a template that will do a lot of the formatting if you compose your paper right in this document and use the Styles feature of Word (the styles have all been preset to the symposium paper standards). For help with the Styles feature of Word, please see <https://support.office.com/en-us/article/customize-or-create-new-styles-in-word-d38d6e47-f6fc-48eb-a607-1eb120dec563>.

Whether or not you use Styles, please write your paper in this document because it will save us significant time when we compile the proceedings for the symposium. To proceed with writing, we recommend the following:

1. Print this document so you have the guidelines handy as you are writing and formatting.
2. Replace the title “Formatting Your Education by Design Symposium Paper” with your own title, and the names of the authors with their actual names.
3. Write your paper right here. Make sure you are in Normal style (10-point Georgia). If you copy and paste text from other documents, don’t use Control-V to paste; rather, use the Paste command in the Clipboard section of the Home tab (or the equivalent in earlier and/or other versions of Word) and select Text Only. This method preserves the formatting of this template.
4. Apply the appropriate Styles in the Styles Gallery to your headings, table titles, and so forth to automatically format them correctly.

If you are not familiar with Styles and templates, you can apply your formatting manually according to the instructions and the model formatting in this document. Manual formatting is not quite as helpful to us as using Styles, but if you follow the guidelines carefully, it will still make a big difference. Many of the instructions below pertain to manual formatting. If you use Styles, most of the formatting will happen automatically.

The headings “Introduction” above and “Overall Formatting” below are examples of Level 1 headings. See the section called “Headings” below for more information.

## OVERALL FORMATTING

If you follow these instructions, your paper will look identical to other papers in the proceedings. Please proofread your paper carefully. For stylistic questions not covered in these guidelines, please follow *The Chicago Manual of Style*, 17th edition.

### Font, Margins, and Paper Length

Use 10-point Georgia. Your text should be **ragged right**, not fully justified. Margins must be 1" at the top, bottom, and sides.

The paper length may be 8–10 pages, including all figures, tables, captions; references (only) can be outside of this page limit. The headings “Font, Margins, and Paper Length” above and “Line and Paragraph Spacing” below are examples of Level 2 headings. See the section called “Headings” below for more information.

## **Line and Paragraph Spacing**

Between sentences, leave one space, not two. The Search/Find and Replace tool will help you fulfill this formatting requirement. Single-space your text and maintain a 12-point space between paragraphs, as in this document. Please do not indent the first line of paragraphs. If you apply the Normal Style to your text, this should happen automatically.

## **PARTICULAR ELEMENTS**

### **Title, Authors, and Abstract**

Begin your title at the top margin of your paper in 14-point boldface with headline-style capitalization (all major words capitalized; do not capitalize articles, prepositions, or conjunctions unless they appear at the beginning of the title or the beginning of the subtitle). The title should be no more than three lines, each of them centered. Insert a single line before the first author's name and affiliation. For the author information, use 10-point Georgia. Include each author's first name, middle initial (if desired), last name, title, affiliation, city, state, and country (if outside the United States). Please also provide an email address. Do not include street address, zip code, departments, etc. Start a new column for each author with a different affiliation.

Insert a 24-point space before the next heading, “ABSTRACT.” This heading is 12-point, boldface, and all capital letters. Again, your abstract may be no more than 250 words.

### **Headings**

Using manual formatting: Level 1 headings are in 12-point bold and use headline-style; Level 2 headings are 10-point bold and use sentence-style capitalization (only the first word and proper nouns capitalized). Leave a blank line before and after Level 1 and Level 2 headings.

Using Styles: When you apply the Level 1 or Level 2 Heading Style, it automatically inserts a line before and after the heading; you don't have to do it manually.

### **Footnotes**

Use footnotes sparingly. Do not use endnotes. Footnotes are used for comments and clarification, not for references. Number your footnotes using Arabic numbers.<sup>1</sup> Place footnote numbers in the text right after periods or commas, with no space between the period or comma and the footnote number. Footnotes should appear on the page where they are referenced. They should be in 10-point font and left-justified.

### **Bullets**

Please use bullets sparingly. To create bullets:

- Leave a blank line before and after bulleted list.
- If you are using Styles, select the items to be bulleted and apply Bullets Style.

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<sup>1</sup> This is an example of footnote text.

- If you are formatting manually, use 10-point bullets indented .25” with a hanging indent of .25”.

## Tables and Figures

Number tables and figures separately. Number them manually, not automatically. Please do not just insert a table or figure without introducing it first in the text by referring to it by number. Center all figures and tables. Center titles and notes on the page.

### Tables

Using manual formatting: Tables should be centered. The table title is in 10-point font, not bold, and centered **above** the table. If necessary, the title should wrap at the right border of the table. Leave a 6-point space between the table title and the table. The title uses sentence-style capitalization (only the first word and proper nouns capitalized), and it does not end with a period.

Table headings and text are 10-point and left-justified, except in the case of short-form data (e.g., numerical data or Yes/No), where the headings and data may be center justified. Numerical data that is totaled may be right justified. Headings and text as small as 8 point are acceptable in complex tables. Table headings and text are not bold, and they use sentence-style capitalization (only the first word and proper nouns capitalized).

Note that the table text is vertically aligned to the center of the cell, but the text in the header row is aligned to the bottom of the cell.

Please do not allow a table to break across two pages. If need be, please insert a page break to move the table to a new page.

Use 10-point font for table notes and sources, and place them immediately below the table, separated by a 6-point space. They are flush with the left border of the table, and if necessary, they wrap at the right border. The word *Source* is italicized and followed by a colon. Leave a blank line between the notes/source and the following paragraph. This sentence shows how to refer to a table: Table 1 below illustrates justification, cell alignment, and so on.

Using Styles for tables: Apply the Table text Style to the table cells, including the header row. Apply the Table Title Style and the Table/Figure End Matter Style to the title and notes, respectively, to automatically insert the correct spacing before and after a table title and before and after the source and notes. But you will need to manually indent the table title and notes to line up with the left border of the centered table.

**Table 1.** Format of “Education by Design” symposium paper elements

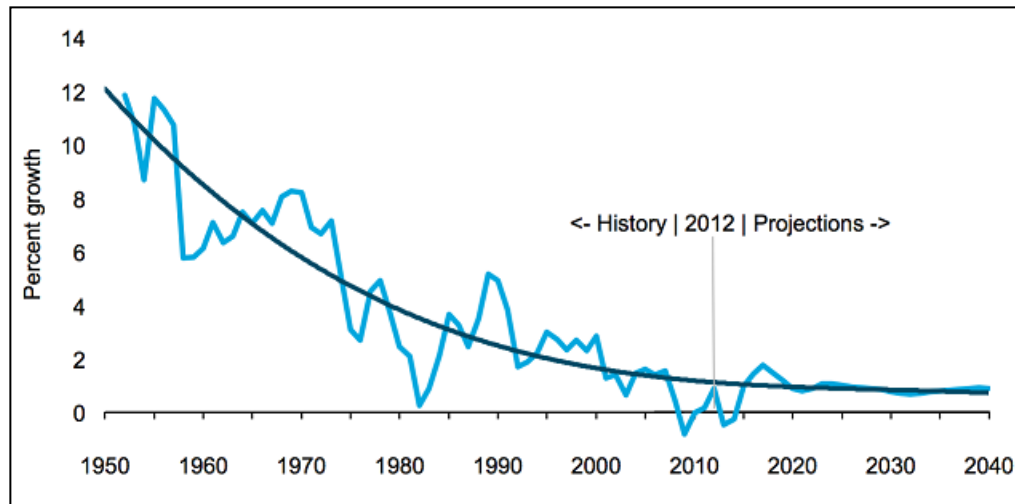
Style	Point size	Attributes including font	Alignment	Spacing
Normal	10	Indent paragraphs	Ragged right	12 point space between paragraphs
Level 1 heading	14	Bold, headline style	Left	Before: 1 line After: 1 line
Level 2 heading	12	Bold, headline style	Left	Before: 1 line After: 1 line
Bullets	10	Not bold	10-point bullets indented .25”. .25” hanging indent	Before: 1 line After: 1 line
Table title	10	Above table. Sentence style	Flush with table borders	Before: 1 line After: 6 points
Table text	10	Not bold. Sentence style	Left	Single
Table and figure end matter	10	Below table/fig. Not bold. “Source” italicized.	Flush with table/fig. borders	Before: 6 points After: 1 line
Footnotes	10	Not bold	Left	Between: 6 points
Paper title	14	Bold, title case, no more than 3 lines	Centered	After: 1 line
Author(s)	10	Not bold	Centered	After: 2 lines
Heading: Abstract	12	Bold, all caps	Left	After: 1 line
References	10	Not bold	.25” hanging indent	Between: 1 line

Note: Selecting the appropriate Style applies many attributes automatically.

## Figures

Leave a blank line between the figure and the preceding paragraph. Unlike table titles, figure titles/caption appear **below** the figure. Figures should be centered. Do not use sidebars. Avoid graphics with dark backgrounds because they do not reproduce well. If you include a picture, use a tif or jpeg file, not a gif. Where possible, use Helvetica or Arial in figures. Legends should use sentence-style capitalization (only the first word and proper nouns capitalized).

Using manual formatting: Leave a 6-point space between the bottom of the figure and its title, notes, and source. Use 10-point bold font for the title number and 9-point font for title, figure caption, notes, and source. All three are flush with the left border of the table, and if necessary, they wrap at the right border. The caption uses sentence-style capitalization (only the first word and proper nouns capitalized). The word *Source* is italicized and followed by a colon. Leave a blank line between the last of these elements and the following paragraph. This sentence shows how to refer to a figure: Figure 1 illustrates these features.



**Figure 1.** U.S. electricity demand growth, 1950-2040 (percent, 3-year moving average). Values beyond 2012 are projections and not measured data. *Source:* EIA 2013.

Using Styles for figures: For the figure title, notes, and source (all of which go beneath the figure), apply the Table/Figure End Matter Style. It will automatically insert the correct spacing before and after the figure. But you will need to manually indent both ends of the figure title, notes, and source text to line them up with the centered figure.

## CITATIONS AND REFERENCES

Your citations and references should follow the Author-Date format from *The Chicago Manual of Style*, 17<sup>th</sup> edition ([http://www.chicagomanualofstyle.org/tools\\_citationguide/citation-guide-2.html](http://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html)). This format is preloaded in Endnote and other bibliography programs. Answers to questions about the proper formatting of a journal article, book, or other source appear in the *Manual*. A free trial of the *Manual* is available online: <http://www.chicagomanualofstyle.org/home.html>.

We recommend using Endnote X7 to compile your references and to insert citations into your paper. Author-date citations should appear in the text in parentheses. Cross check your citations and references: every citation should correspond to an item in the references list at the end of the paper, and every reference in the list should correspond to at least one citation in the text.

Organizations are frequently named using an acronym in both in-text citations and the list of references. If you use an acronym in the citations, use it in the references as well, and vice versa. For example, “(EIA 2013)” corresponds to a reference that begins “EIA (Energy Information Association). 2013.” As a corollary, don’t create a citation that doesn’t match the full reference entry. For example, if the full reference is found under EIA, don’t use RECS (Residential Energy Consumption Survey) in a citation.

Citations take this form: (Halooka 2012). Only the author’s surname is used, and there is no comma between the author and the year. If the author is named in the sentence, the parenthetical citation contains only the year. For example: Halooka (2012) describes the proliferation of energy efficiency programs in Vermont.

For up to three authors, cite all names: (Dooley and Smith 1996) or (Elliott, Laitner, and Pye 1997). Don’t use the & symbol and put a comma before the “and” when you have three authors. When there are more than three authors, use the first author’s last name followed by et al. For example: (Eenie et al. 2009). Note that et al. is not italicized, nor is it preceded by a comma, but it is followed by a period. It is short for “et alia,” which means “and others.” Note that “et” is not followed by a period.

When the paper refers to more than one work published in the same year by the same author or organization, the items are distinguished in the citations and reference list as, for example, 2012a, 2012b, and so on.

The author-date citation is usually placed just before the period at the end of a sentence: *Energy efficiency programs are flourishing in some states (Leo and Lily 2013).*

If the sentence draws on more than source, the two citations may be listed together, separated by a semicolon. *Energy efficiency programs are flourishing in a number of states and particularly in Vermont (Leo and Lily 2013; Halooka 2012).* In compound citations, the order may depend on the order of the data cited in the sentence. If both citations apply to the whole sentence, order them chronologically. If each citation applies to only part of the sentence, place them separately, but just before a punctuation mark if possible: *Energy efficiency programs are flourishing in Connecticut (Avrum 2013), and even more so in Vermont (Halooka 2012).*

Citations for statistics, quotations, and other specific information should include page numbers so your reader can locate and verify the reference. Such citations take this form: (Halooka 2012, 125–26). Put a comma after the date, do not add “p.” before the page number, and give only the last two digits for concluding page numbers over 100.

When citing two works by the same author, order them chronologically and separate the years by commas: (Halooka 2010, 2012). If page numbers are included, separate the years by semicolons: (Halooka 2010, 18; 2012, 125–26).

For personal communications, cite the source in the text as follows: (S. Nadel, Executive Director, ACEEE, pers. comm., February 10, 2014). No corresponding item is required in the list of references.

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