

Paper Title (24-point font and bold)

(insert one 24 pt. space)

PRESENTING AUTHOR NAME, P.E.
(Author Name should be in ALL CAPS)

Company
City, State

(insert one 16 pt. space between each author)

Professional designations (e.g., Ph.D., P.E.) are acceptable. Do not include the author's job title, position or degrees. In the case of multiple authors, the presenting author should be listed first. All other Co-Authors are arranged simply based on the following guidelines.

If both authors are from the same company the format is:

PRESENTING AUTHOR AND NEXT AUTHOR

Company
City, State

If both authors are from the same company, but different locations or both authors are from different companies, the format is:

PRESENTING AUTHOR

Company
City, State

NEXT AUTHOR

Company
City, State

Insert page break after the title page.

KEYWORDS: A brief listing of the key words that you feel is applicable to your presentation should follow. The word “KEYWORDS” should be first, followed by a colon followed by the list of words. (No smaller than 10 point)

ABSTRACT

A brief overview (similar to an executive summary) that captures the idea of your presentation should follow in single column. It should be no longer than 50 to 75 words.

Insert page break after the abstract.

If you want to dedicate your paper or thank anyone in this paper please insert it after the abstract page, as a separate page.

FORMATTING YOUR PAPER

For the body of the paper, please format in a single column, Times New Roman, 12-point font, single spaced.

Margins and tabs should be set as follows: 1” for left, right, top, and bottom margins. Set tabs at five-space intervals. Text should be aligned left, or left-justified.

For the overall length of the paper, we suggest that you do not exceed 15 pages, including your reference page and all graphics, tables and figures. Table and Figure numbers and titles (labels) go above, flush left, with a double space between. See Table 1 and Figure 1 that follow.

Table 1: (Figure 1)

Sample Table Title

Data	Data	Data	Data
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When using direct short quotes, (less than 40 words), incorporate it in the text and enclose it with “double quotation marks.” Insert the reference in-line following the quote. References in text should be formatted after the APA Style formatting such as, this is an example of an in text citation (Jones, 2009).

If the quotation includes more than 40 words, it should be treated as a block quotation, meaning that it is displayed in a freestanding block of text without quotation marks, such as:

This is a great paper; unfortunately it does not follow correct formatting. Since we would like a uniform look on the papers, please consider using APA style. (Jones, 2009)

HEADINGS EXAMPLE:

The above heading is an example of the main header. A main head should be typed in all capital letters and centered with one line of space above and below.

SUBHEAD - A subhead within a section should be typed in all caps and run into the paragraph and do not leave a line of space above or below.

Secondary Subhead A secondary subhead should be typed in upper and lower case, underscored, indented, and run into the paragraph. Do not leave a line of space above or below.

Insert page break at the end of your paper.

REFERENCES

Follow APA formatting for all references. References should be cited in text, and all reference should be listed on a separate “References” Page. Start the reference list on a new page, center the title “REFERENCES,” and alphabetize the entries. Do not underline or italicize the title. Do not number your references. Double-space all entries. Every source mentioned in the paper should have an entry. Follow the format of:

Last Name, First Initial (Date of Publication). Name of Article. *Publication*, Volume Number,
Page Numbers.

(Left hanging indent if exceeds one line)

Example:

Jones, I. and Smith, T. (2009). Proper Formatting of Water and Water Technologies
Manuscripts. *Pittsburgh Engineer*, 12, 8-9.