ESSAY SUBMISSION STYLE GUIDE

Ted Winnowski Student Conference in Business

Congratulations on your acceptance to participate in the TWSCB. Now, it is time to edit your papers for the conference proceedings. The TWSCB proceedings is a published record of the conference including abstracts or reports of the papers presented by the participants. The proceedings will be distributed at the conference and supplement presentations.

Follow these formatting guidelines as your prepare your paper for the proceedings. Below we include an example of the beginning of correctly formatted paper. For additional examples, visit the *Ted R. Winnowski '63 Student Conference in Business* webpage, and view the Proceedings from prior years. Please also proofread your work for grammatical errors as we do not correct such mistakes prior to printing. Format citations following APA guidelines.

General Guidelines:

1. **Style/formatting:**
   a. Word document
   b. Times New Roman Font
   c. 1.0 Line spacing
   d. 1.0 Margins
   e. Page size—U.S. letter (8.5" x 11")
   f. Portrait orientation
   g. Normal style
   h. Style set:
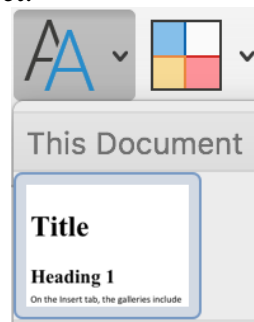
2. **Remove:**
   a. Page header(s) (aka "running head" at the top of page(s))
   b. Page footer(s):
      i. Footnotes can be included in the body of the document
   c. Long tables of raw wata:
      i. Tables shorter than 1 page can remain
      ii. May keep long tables if necessary
   d. Custom page breaks
   e. Hyperlinks

3. Include:

a. <u>Title of Research Paper:</u>
   - i. All caps
   - ii. Centered
   - iii. Bolded
   - iv. Font Size 18

b. <u>Authors:</u>
   - i. <u>Student author name(s):</u>
     1. One space down from title
     2. Centered
     3. Italicized
     4. Bolded
     5. Font size 10
     6. Followed by a comma and institution affiliation (Example: ***John Doe, Siena College***)
   - ii. <u>Research advisor name(s) (if applicable):</u>
     1. See: Student author name(s)

c. <u>Abstract:</u>
   - i. Not all papers will have an abstract. If your paper does not have an abstract, still insert the line described in iii. below.
   - ii. One space down from names
   - iii. Before the abstract, insert a horizontal line stretching from margin to margin. You may copy and paste the line provided in the example provided at the end of this style guide.
   - iv. <u>Abstract Title:</u>
     1. One space down from the line
     2. Centered
     3. Italicized
     4. Bolded
     5. Font Size 10.5
   - v. <u>Abstract Body:</u>
     1. One space down from the abstract title
     2. Left aligned
     3. No indent
     4. Italicized
     5. Font size 10
   - vi. <u>After the Abstract:</u>
     1. Space down
     2. Insert a horizontal line

d. <u>Body:</u>
   - i. <u>Section Titles:</u>
     1. Ex: Introduction, Literature Review, Methodology, etc.
     2. Centered
     3. Italicized
     4. Bolded

5. Font size 10.5
    ii.   <u>Subsection Titles:</u>
            1. Ex: Within the Methodology section, subtitles may be Methodology Selection, Online Survey Method, Scale, etc
            2. One space down from section title
            3. Bolded
            4. Underlined
            5. Left Aligned
            6. One space down after subsection title
    iii. <u>Body Paragraphs:</u>
            1. Indent first line
            2. Left aligned
            3. Font size 10
            4. No space between paragraphs
    iv.   <u>Table Title(s) (if applicable):</u>
            1. One space down from content above
            2. Left aligned
            3. Above table
            4. Bolded
            5. Font size 10
            6. No space between table title and table
    v.   <u>References/Works Cited:</u>
            1. Use APA formatting.
            2. Line spacing 1
            3. One space between each reference
            4. Indent lines following first line (also called a hanging indent)

Example:

TITLE

John Doe, Siena College
Jane Doe, Siena College

ABSTRACT

Siena College's Franciscan, liberal arts community is committed to creating a more just, peaceable and humane world by providing tomorrow's leaders the Education for a Lifetime. This transformative journey of intellectual, social and spiritual discovery is expressed through our core values.

INTRODUCTION

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