

IBUC 2020 Conference Paper Guidelines

Formatting Requirements

Please use the following formatting guidelines:

Paper Size

Letter (8.5"x11")

Page Limits

There are no formal page limits for conference papers. Most papers generally fall between 8 - 12 pages.

Margins

All margins (top, bottom, left, and right) should be **ONE INCH**.

Text Columns

Text should be formatted Portrait Style in a **SINGLE COLUMN FORMAT**. The single column of text will be 6.5" wide with a 1-inch margin on either side.

Headers

Do not include headers in your paper.

Footers and Page Numbers

Include a footer with page numbers only. Page numbers should be formatted to print centered in Eleven (11) Point Times Roman font. Do not include any other elements.

Text

All text should be formatted in Eleven (11) Point Times Roman font, single-spaced (double-spacing between paragraphs). Paragraphs should be left aligned.

Page setup and font guidelines for paper submissions follow:

Title - Arial, 15pt, Bold, Initial Capitals

Author(s) / Presenter (s), Organization -Times New Roman 11 Italic

1. Heading 1 - Arial, 13 pt, Bold

Normal, Times New Roman, 11 pt

1.1 Heading 2 - Arial, 11 pt, Bold

Normal, Times New Roman, 11 pt

1.1.1 Heading 3 - Arial, 11 pt, Bold

Normal, Times New Roman, 11 pt

2. References - Arial, 13 pt, Bold

Normal, Times New Roman, 11 pt

Name of author, title of reference paper, publishing year, etc.

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Table Format

Tableheader = Arial Narrow, 10 pt, bold

Tablecontent = Arial Narrow, 10 pt

Table 1. Example of Households Surveyed

Name	Date of Birth	Sex	Favorite Color
Susan	10/31/1953	Female	Blue
Tom	09/24/1961	Male	Green
Mary	01/05/1971	Female	Red
Robert	08/16/1962	Male	Orange

The font size for table footnotes is Arial Narrow, 8 pt

All other footnotes should be in Times New Roman, 10 pt