Midwest Instruction and Computing Symposium

Paper Submission Guidelines

The papers must be submitted in PDF format. No other format will be accepted. Typeface should be `Times` or `Times New Roman`. The title page should consist of title and abstract only. Please follow the formatting guidelines listed below.

General Page Properties	
Margins	Left, Right: 1 1/4 inches Top, Bottom: 1 inch
Page limit	15 pages including references
Page size	8 1/2 x 11 inches
Page numbers	Title page blank, body pages numbered sequentially beginning with page 1, numbers centered at bottom of page.
Title Style	
Title	center, 18 point, words capitalized, placed 1 1/2 inches below top of paper, 2 blank lines following
Author name(s)	center, 14 point
Department	center, 14 point
Institution	center, 14 point
Address	center, 14 point, include City, State and Zip
E-mail	center, 14 point, 2 blank lines following
Abstract Style	
Abstract Heading	"Abstract" center, bold, 16 point, 1 blank line following
Abstract Body	left/right justify, 12 point, 150 words or less, single spaced, blank line between paragraphs

Body Properties	
Location	begin body on a new page
Alignment	left/right justify
Font	12 point
Columns	one
Spacing	single-spaced, no-indent, blank line between paragraphs
Emphasis	italics
Citations	should clearly refer to entries in the Reference Section. Author should select a widely recognized citation format (e.g. ACM, IEEE, APA) and use it consistently.
Section Headers	
Level 1	left justify, bold, 16 point, 2 blank lines before, 1 blank line following
Level 2	left justify, bold, 14 point, 2 blank lines before, 1 blank line following
Level 3	left justify, bold, 12 point, 2 blank lines before, 1 blank line following
Tables and Figures	
Placement	center
Caption Placement	center under the table or figure
Caption Format	"Table n:" or "Figure n:" followed by the caption
References	
Heading	"References" bold, left justify, 16 point, 2 blank lines before, 1 blank line following
Format	The same format chosen for the citations should be used.