

Sample Paper for the UPA 1999 Conference

First Author

Author's Affiliation

Author's Address - optional

Author's e-mail

ABSTRACT

Your abstract of around 100 words goes here. The abstract should tell briefly what the paper is about so that the reader can get an overall idea of what you will be discussing in the paper, summarizing the major topics. The abstract is usually a single paragraph. Typeface here, and throughout the rest of the body of the paper should be 10-point Times Roman or some other Roman font with serifs.

INTRODUCTION

Your introduction to the paper goes here. Throughout this paper, the following conventions in fonts and heading levels will be used:

- Use 18-point bold Helvetica for the title of the paper.
- Use 12-point bold Times Roman for the author's name(s).
- Use 12-point Times Roman for the author's information; please include the affiliation or institution and e-mail address.
- Center the title, author(s), and author information at the top of the first page.
- If there is more than one author, the information can be spaced equally, and centered, or, if they are from the same institution, they can be combined, e.g. Jane Doe and John Smith, XYZ Corporation
- All other headings will be flush left.

In general, use only the number of heading levels required to make the organization of your paper easy to understand. Use headings that are meaningful to your paper.

MAJOR SECTION HEADING

Major headings should be bold, 9-point Helvetica, or similar font, in all caps.

Margins for your paper should be as follows:

- Top margin = .75"
- Bottom margin = 1.00"
- Left margin = 1.00"
- Right margin = .5"

Use a one-column, single-spaced format that is flush left and ragged right. Double space between paragraphs and headings. Do not number your pages or use a footer — the printer will do that when we print the proceedings. You should, however, lightly number your pages in pencil on the backs, which will help us if they somehow get out of order. Do not use footnotes; use references instead (1).

A Secondary Heading

If you need another level of heading, use a 9-point bold Helvetica font with only initial caps. In a paper this short, you will probably not need any other heading levels. If you do, however, use something like 9-point Helvetica, underlined, with initial caps. In general, prepositions, conjunctions, and articles are not capitalized unless there is a valid reason for doing so, such as the being the first word in the heading.

Tables Figures and Charts

If you include any tables, figures, or charts in your paper, please label them appropriately and refer to them in the text of your paper, e.g., “Figure 1” or “Table 2”. Locate them immediately after the first reference to them in the paper.

SUMMARY or CONCLUSION

Your 2 - 5 page paper should be comprehensive of the topic, logically structured, and should include enough information to allow your readers to determine if the process, methodology, or tool you used would be appropriate for them in their situation. In general, your paper should contain an introduction to the issue, problem, tool, or piece of work you will talk about in your paper, a detailed discussion of what you did, a summary of important points and conclusions based on your experience.

REFERENCES

References are optional, but are helpful to your reader who wishes to gain more information about that particular technique, process, tool, etc. If you include them, follow these conventions:

(1) Lastname, I., Lastname, I., and Lastname, I. (date). Title of Article, *Title of Journal*, volume, number, page numbers if applicable.

(2) Lastname, I. (date). *Title of Book*. Location of publisher: Name of publisher.

ABOUT THE AUTHOR

This section about the author(s) is optional, however many readers find that this biographical information is a useful addition. Keep this information relevant to establishing your credibility.