MANUSCRIPT

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- 1. Font Times Roman (or similar)
- 2. Margins

For 8.5"" x 11" paper set margins to

Left and right: 17.0 mm (0.67")
Top and bottom: 16.7 mm (0.66")
Two columns with 5.0 mm between

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Two columns with 5.0mm between

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- 4. Title 12 pt bold, upper case and centered across full page.
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- 6. Begin double columns now
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- 8. Body text 10pt, first line indentation 5 spaces
- 9. Abstract The abstract will be the first paragraph in your paper. It should briefly identify the main ideas detailed in your paper. This is where the double-column format will begin.
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- 11. Main Body The main body of the paper is comprised of the Methods, Results and Discussion sections. The text in the main body must also follow the double-column format. Please note that figures can span two columns.
- 12. Conclusion This section must be included in all papers and is a summary of what was accomplished by the study.
- 13. Acknowledgements place acknowledgements here, if needed.
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Equations - Equations can be incorporated in your technical paper in many ways. Some may be images you have scanned, some may be created with third-party equation software, some may be done with symbol fonts, and some may be done with equation editing tools of the word processor. However they are done, they should be numbered consecutively throughout the document, centered, and the equation number should be enclosed in parentheses flush to the right-hand margin.

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