**Paper Title (Please Use this Template and Submit in a Word Document Format Only)**

Corresponding Author Name1

Author(s’) Name(s)2 *1Author Affiliation 2Authors’ Affiliation*

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# Abstract

All text is to be in fully-justified as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Calibri, boldface type, centered relative to the page, initially capitalized. The abstract is to be in 11-point, single-spaced type. An abstract must not contain more than 250 words. All manuscripts must be in English. The abstract body text is set to one column.

Keywords:

# Introduction

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# Formatting your paper

All printed material, including text, illustrations, and charts, must be kept within the paper margins. Please do not write or print outside of the column parameters. Margins are 1 inch on the sides, 1 inch on the top, and 1 inch on the bottom. All body text is set in one column. Formatted papers greater than eight pages in length will be charged $50.00 per additional page.

# Main title

The main title (on the first page) should begin from the top edge of the page, centered, and in Calibri 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Please initially capitalize only the first word in other titles, including section titles and first, second, and third-order headings (for example, “Titles and headings” — as in these guidelines). Leave two blank lines after the title.

# Author name(s) and affiliation(s)

Author names and affiliations are to be left aligned beneath the title and printed in Calibri 12-point, non-boldface type. Multiple authors may be added as shown in the example at the top of this template, with their affiliations italicized, not bold. Include e-mail addresses. Follow the author information by two blank lines before main text.

# Second and following pages

The second and following pages should begin 1.0 inch (2.54 cm) from the top edge. On all pages, the bottom margin should be 1.0 inches (2.54 cm) from the bottom edge of the page for 8.5 x 11-inch paper.

# Type-style and fonts

Body text should be formatted in Calibri size 11. If Calibri is not available on your word processor, please use the font closest in appearance to Calibri that you have access to.

# Main text

Type your main text in 11-point Calibri, single-spaced. Please do not use double-spacing. All paragraphs should be indented. Be sure your text is fully justified—that is, flush left and flush right. Please do not place any additional blank lines between paragraphs. Please place all figures and tables in their proper place. Figures and tables' captions should be 10-point Calibri boldface (or a similar font). Initially capitalize only the first word of each figure caption and table title. All figures should be either black and white or gray scale (**NO COLORED FIGURES, TABLES OR CHARTS**). Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be centered below the figures. Table titles are to be centered above the tables.



**Figure 1. Database contexts**

**Table 1. Input Data**

|  |  |  |  |
| --- | --- | --- | --- |
|  | X | Y | Z |
| X |  |  |  |
| Y |  |  |  |
| Z |  |  |  |

# First-order headings

For example, “1. Introduction”, should be Calibri 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon and not brackets.

* 1. **Second-order headings**

As in this heading, they should be Calibri 11- point boldface, initially capitalized, flush left, with one blank line before, and one after.

* 1. ***Third-order headings*:**

Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 11-point Calibri, boldface and italicized, initially capitalized, flushed left, and proceeded by one blank line, followed by a colon and your text on the same line.

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Use footnotes sparingly (or not at all!) and place them at the bottom of the page on which they are referenced. Use Calibri style with 9-point font type, single-spaced with 9-point interlining spacing. To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

# References

List all bibliographical references in 10-point Calibri, single-spaced with 10-point interlining spacing, at the end of your paper. When referenced in the text, the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper. The list of references should be formatted in an APA format, check the following link for APA rules and guidelines.

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