

FORMAT SUMMARY FOR SAGEEP (EXTENDED) ABSTRACTS

Use the below as your primary reference when formatting your extended abstract. Note that it is formatted for brevity and not for SAGEEP publication. Final files must be in PDF format with all fonts embedded.

Initial Setup (For 8½" x 11" paper)

Please set up your word processor to these initial settings. Your paper should follow these formatting styles listed below.

Base Font: 12pt Times (or Times New Roman)
Justification: Full
Line Height: Auto
Line Space: Single spaced
Margins: 0.75" sides, 1" top and bottom
Tab Settings: Every 0.5" (Additional tabs/indents may be set for tables or other items.)

Paper Title

Maximum of three lines for your title.

Font Size: 14pt
Attribute: Bold and All Caps
Justification: Center
Position: Top margin
Spacing: Single spaced, one blank line after last line of title.

Author/Byline Information

Please type author's full name, affiliation, city and state abbreviation. Try to abbreviate affiliations when possible. Do NOT include street address, titles, departments, etc.

Font Size: 12pt
Attribute: Italicized and Initial Caps
Justification: Center
Spacing: Single spaced, two blank lines after last author line

Headings

Headings should include Abstract, Conclusions and References at a minimum.

Font Size: 14pt
Attribute: Bold and Initial Caps
Justification: Center
Spacing: Blank line before and after

Subheadings

Break out subsections of major headings as appropriate.

Font Size: 12pt
Attributes: Bold, Italicized and Initial Caps
Justification: Left
Spacing: Single spaced, one blank line before all new subheads. No blank line before paragraph text.

Body or Paragraph Text

Indent the first line of each new paragraph 0.5". Please do NOT use spaces to indent. Use full justification, letting the text wrap – no hard returns except when starting a new paragraph. Use the base font already indicated (12pt). Do NOT double space between paragraphs. However, double space before starting a new heading or subheading.

Font Size: 12pt
Attributes: Regular
Justification: Full, initial indent
Spacing: Single spaced, no blank line between paragraphs. One blank line before all new subheads.

Figures and Tables

Figures and tables should be labeled with a bold number reference followed by regular text (e.g. **Figure 1:** Plot of data Y vs. X.), using the standard font. Figures should be labeled below the graphic and tables above. Borders or boxes around figures are optional. Scales and units are required for all data graphs, plots and maps.

Font Size: 12pt
Attribute: Bold reference, regular text
Justification: Left
Spacing: Single spaced

Page Numbering

Leave space for numbers using margins, but do not number your pages.