**Title of the Paper: Subtitle**

**Submission ID number** (DO NOT INCLUDE AUTHOR INFORMATION—ONLY the ID number generated from Easychair. Author name will replace the Submission ID number and will appear ONLY in final papers).

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An Abstract of up to 100 words, written in the third person, that summarizes the essential points of the manuscript must be included. Do not include numbered notes or references in the abstract.

**<1> Section Heading Level 1**

Body text—where you include the text of your paper.

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* Do not center headings.
* Do not justify lines.
* Do not insert two spaces after an end punctuation mark.
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* Do not use the word processor auto-numbering feature.
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* Insert titles, subheads, and the like as isolated paragraphs. Indicate levels of heads with angle brackets (e.g., <1>, <2>).

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All of the content for your Long Paper must fit within the 7,000 maximum word count and your Short Paper must fit within the 3,000 maximum word count. This includes content that is not included upon submission, such as author name and information or acknowledgements, and other content that is only required if a paper is accepted, so please plan for this accordingly.

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When you are citing one of the references in your text, use a marker like this [1] that matches the number of the reference in your list at the end of the paper. When you need to include a note, also use a number in the text like this [2] that matches the number in the list at the end of the paper. This is a reference to the same source as reference 1, but instead of repeating the number, a new number in sequence is assigned to it [3].

This is another paragraph within the section. Note that there isn’t an extra hard return between paragraphs or an indented first line.

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The following is a numbered list:

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  + Please limit the level of nested lists to one level.
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This is an inline reference to Figure 1. Place the figure and caption directly after the paragraph in which it is referenced.



**Figure 1.** This is an example of a figure caption. Note that copyright holder information and a photo credit will be included in parentheses after the caption in case your paper is accepted. For the initial submission you can simply put (© NAME. Photo: NAME.)

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The maximum number of figures that may be included in the manuscript is 10. Insert each figure (as a LOW-RES 72 dpi VERSION). In addition to the low-resolution versions included in the paper manuscript, each figure must be uploaded as an individual file named with the submission ID, figure number, and file format extension (e.g., SubmissionID\_Figure01.tif).

This is an inline reference to Table 1. The body of the table should follow the References and Notes section.

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This section is ONLY to be included in the event that your paper is accepted for publication. It is included in the maximum word count.

**References and Notes** (References and notes should be integrated into one list appended to the body of the paper, at the end of the paper body text, and before the Tables and Charts section.) Please follow the APA format: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

Examples:

Bernstein, M. (2007). *The Tinderbox Way*. Eastgate Systems, Inc.

Codognet, P. (2002). Ancient images and new technologies: The semiotics of the web. *Leonardo*, *35*(1), 41-49.

**Bibliography** (where appropriate; may be supplemental material)

**Glossary** (where appropriate; may be supplemental material)

* term: Term’s definition. Note the term is lowercase unless it is a proper noun.
* term: Term’s definition. Note the term is lowercase unless it is a proper noun.

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**Tables and Charts**

|  |  |  |
| --- | --- | --- |
| **Column 1 head** | **Column 2 head** | **Column 3 head** |
| Row 1 text | Row 1 text | Row 1 text |
| Row 2 text | Row 2 text | Row 2 text |

**Table 1.** This is the table legend. This table or chart describes something in your paper. The caption includes descriptive text to help the reader understand the table or chart. INSERT EACH TABLE AND LEGEND in a sequentially ordered list at the end of the paper, after the bibliography.