**Short Descriptive Title of the Paper: Longer Subtitle Including Keywords to Enhance Author Interest**

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

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* Do not center headings.
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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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This is an inline reference to Table 1. The body of the table should follow the References and Notes section.

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**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.)

Author, *Title of Book* (place of publication: publisher, date) page numbers, e.g.

L. Artel, *Visual or Plastic Arts* (London: John Doe Press, 2002) p. 5.

Author, “Title of Article,” *Name of Periodical* Volume Number, Issue Number, pages (date). (Include both volume and issue numbers. If there isn’t an issue number, insert the date after the volume number. Include page numbers of quotes.), e.g.

L. Artel, “Art and Technology,” *Journal Name* 39, No. 1, 435–441 (2005).

**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.

**Bibliographical information:** 1–2 sentences about author’s occupation and/or affiliations. (ONLY in final papers)

**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.