International Science View Journal (Title)

First Author1, Second Author2, Third Author3

First Author Affiliation1, Second Author Affiliation2, Third Author Affiliation3

Address1, Address2, Address3

Corresponding Author’s Email

Abstract:

 *Your paper must include an Abstract introduced by the heading Abstract, as shown here, 10 pt. Times New Roman italics, bold, followed by a dash. The Abstract must be in Times New Roman 10 pt. italics. Your abstract should between 200 and 250 words. You may continue to revise your abstract right through the writing of your final version of your Conference Paper.*

Keywords: Your paper must include a Key Words section, introduced by the heading Key Words, as shown here, 10 pt. Times New Roman italics, followed by a dash. The Key Words must be in Times New Roman 10 pt. italics. Key Words are a series of five to seven key words or phrases. Select terms that will be effective for a key word search. Terms should be listed alphabetically and separated by commas.

#  Formatting Overview

Your Conference Paper must follow these formatting specifications exactly. These instructions can also serve as a template for formatting your paper in Microsoft *Word*. Many technical publications and conferences require that papers be submitted in two-column format much like this one. Such formatting is designed to maximize the amount of text that can be placed on one page, which saves paper and makes for more efficient scanning and distribution. Note that if formatting requirements/specifications are not followed exactly, 3 points will be deducted for each formatting error.

# Using This Template

When you open these guidelines, select "Print Layout" from the "View" menu, which will allow you to see the two-column format. You may then type over sections by using the Cut and Paste commands listed under the Edit menu and/or by using the markup styles. To use the template styles, use the Style menu to the left of the text, or on your toolbar or formatting palette. Click on the down arrow to access the various styles (for example, the style at this point in the document is "First Paragraph"). Scroll through the style list and you will find “First Paragraph” highlighted. To use these built-in style guides, highlight a section that you want to designate with a certain style, and then select the appropriate name on the style pull-down menu.

# Overall Format Specifications

Your Conference Paper must follow these overall formatting specifications:

* 8 1/2" x 11" paper size
* Portrait Orientation
* Headers and Footers 0.5 inches
* Top and bottom margins: 1.0"
* Left and right margins: 0.75"
* 2 column format for the body of the document
* Spacing between columns: 0.2"
* Column width: 3.4"
* Body, 10 Point Times New Roman (except for body of References and Additional Resources sections, which are 8 point)
* Single space, except after title/author, between sections, and after section headings and subheadings
* Double space between sections, section heading headings and text, and between subheadings and text
* Do not indent first paragraphs of a section or subsection
* “Fully justify” all body text

# to Body (2 Columns)

The title and author data are in one-column format, while the rest of the paper is in two-column format. To accomplish this, *Word* has section break commands that will separate the one and two-column format. There are two ways to setup this format: 1) Use this template as a guide, 2) make your own formatted template.

To make your own template, open a new document and begin by inserting the title and author information in the standard one-column format. After you type in your title and your author information, double space. Click the Insert menu, select Break, then select Section Break—Continuous. This will set your paper up in sections so you can now proceed to a two-column section for the body of your paper.

If you are creating your own template, you will then set upthe two-column format. Click the Format menu, and select Columns. This option will open the Columns window. In the number of columns input box, enter 2. Select equal column width. In the spacing input box, enter 0.2. If you have the margin widths set correctly, the width of the column should display as 3.40". If column width is not 3.40, you’ll need to correctly set your margins. To do so, go to the Format menu, select Document, select margins, input .75 for left and right margins, and 1.0 for top and bottom margins This will create correct margins and columns throughout the paper.

# Specifications For Headers and Footers

* **Header, First Page:** Your section number and group number, upper right, 10 point Times New Roman Bold
* **Header, following pages:** your names, upper right, 10 point Times New Roman, bold
* **Footer, First Page:** University of Pittsburgh Swanson School of Engineering, left; page number, center; paper submission date, right. All10 point Times New Roman, **bold**
* **Footer, following pages:** page number, 10 point Times New Roman bold, centered

**Specifications for Paper Title, Author Information, Section Headings, and Subheadings**

* **PAPER TITLE**: 14 point Times New Roman, ALL CAPITALS, **bold**, centered. This style is defined under the style menu of this document as TITLE.
* *Author listing*: Your names and emails, 12 point Times New Roman, *italic*, centered, your email in parentheses. This style is defined under the style menu of this document as Author
* Double space between Title/Author Information and the body of the paper
* **Section Headings:** 12 point Times New Roman, small caps, bold, centered. This style is defined under the style menu of this document as **Heading 1**.Double section headings, and text.
* **Section Subheadings:** 10 point Times New Roman, bold, centered. This style is defined under the style menu of this document as **Heading 2**.Double space between section headings, section subheadings, and text.

Specifications for Body of Paper

* 10 point Times New Roman
* Fully justified (justified left and right, text is even at both left and right margins)
* Single space (1.0 not 1.5), no double spacing between paragraphs
* First paragraph of section or subsection, no indent. This style is defined under the style menu of this document as First Paragraph
* Indent all other paragraphs .25 (5-6 spaces). This style is defined under the style menu of this document as Body Text

# Specifications For In Text References

All material (including pictures, drawings, tables, graphs, equations) from any source must be accompanied by a bracketed in-text reference. The APA (American Psychological Association) reference format and proper citations should be used. Failure to properly reference all resource material used in a paper leaves the paper’s author open to charges of plagiarism.

* Bracket all in-text references, for example (Serich, 2012).
* Do not use “Ref. (Serich, 2012).or “reference (Serich, 2012); do not use parentheses or any other type of referencing or footnoting format. Simply use the bracketed number.

**Specifications for References Section**

* **Reference text**: 8 point, Times New Roman, fully justified, no space between references. This style is defined under the style menu of this document as References
* Every bracketed in-text reference number must have a corresponding end-text reference with full, accurate bibliographic information
* Format bibliographic information as exemplified below. Consult the “How to Present End-Text References” document for examples of other kinds of resources.

Sample References Section

# References

John Ken. (2012). Science applied in spacecrafts today, university of Kent, UK, 23(3) 321-327 www.prism-magazine.org/ mar06/feature\_incredibles.cfm.

Mike A. (2010). Provide Access to Clean Water. National Academy of EngineeringGrand Challenges For Engineering*.* [Online]. Available: <http://www.engineeringchallenges.org/cms/8996/9142.aspx>

**Specifications for Additional Resources Section**

If you have consulted resources from which you aren’t quoting, paraphrasing, summarizing, or using material in your paper, but those resources were useful for helping you understand the background or context for your topic, you would reference these resources in an Additional Resources section. In this section, you provide full bibliographic information for those resources, formatted this way:

* 8 point Times New Roman, fully justified
* No space between resources
* List resources alphabetically by author’s last name; if no author’s name is available, use the title of the resource
* Provide full bibliographic information as noted in Specifications for References
* Additional Resources section goes after the References section.

Specifications For Acknowledgments Section

As noted in the Assignment, an Acknowledgments section is required, and is the place to acknowledge sources that were useful but that don’t seem to belong in the more formal Additional Resources list; The Acknowledgments section is also used to thank people who have been significantly helpful to your writing process. For example, you might want to thank any instructors, mentors, librarians, colleagues, friends, or others who provided advice, insight, or other kinds of strategic assistance. Format you acknowledgements as you would any other section of your paper:

* 10 Point Times New Roman, fully justified
* The Acknowledgments section is the final section of the paper. The Acknowledgements section goes after References Section; if you are including an Additional Resources Section, the Acknowledgments section goes after that section.

# Specifications For Figures, Tables, and Equations

All figures and tables must fit the one-column or the two-column width, 3.4" or 7" wide respectively. It is suggested that you use the two-column format whenever possible. If your table or figure will not fit into one of the two columns on the page, then insert a continuous section break before and after the table or figure, as described above and define it as one column. To make the paper easier to read, you may want to position any table or figure that requires one column either at the bottom of the page or at the top of a new page.

Use Roman numerals to number tables. Use the following formatting guidelines for Figures and Tables:

* Double space between body text and tables or figures
* **Figure and Table headings**: 10 point Times New Roman ALL CAPITALS, centered. Place below the figure and above the Table. This style is defined under the style menu of this document as Figure Heading.
* **Figure and Table captions**: 8 point Times New Roman, Small Caps, centered. Place below the figure or table headings. This style is defined under the style menu of this document as Figure Caption.

Table I and Figure 1 below illustrate the proper Table and Figure formatting. Avoid placing figures and tables before their first mention in the text. When inserting figures or tables, be sure you insert the figure and not just a link to the figure. The best way to make sure you are doing this correctly is to save your paper, then open the file on a different machine and make sure all your figures are correct. If you insert the link instead of the figure or table, a box with a big red **X** will appear in the location where the table or figure is supposed to be placed.

TABLE I

Point Sizes and Type Styles [1]

|  |  |  |
| --- | --- | --- |
| Points  | Place of Text | Type Styles |
| 10108 | Table numberFigure and Table HeadingsFigure and Table CaptionsReference list | Roman numeralsALL CAPSSmall Caps |



Figure 1: Science View Journal [2]

Number equations in parenthesis flush with the right margin

*2jk ∂u/∂z = ∂2u/∂x2 + k2 (n2* - β*2) u* . (1) [3]

Within a sentence, refer to (1), not Eq. (1) or Equation (1). Use Equation (1) only if you are starting a sentence, for example: Equation (1) demonstrates. . . .