REFERENCE FORMAT

This information should be used as your primary reference when formatting your paper. For specific information, refer to the instructions on the "Technical Paper Format Guide."

Initial Setup *(For 8 ½" x 11" paper)*

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

Base Font:	12 pt Standard Serif Font (Times Roman).
Line Space:	Single (12-pt leading [single spaced = 6 lines per inch] or up to 14-pt leading [maximum]).
All Margins:	1" on the top, bottom and sides.
Justification:	Full.

Conference Heading

The following heading should be typed at the top of your paper:

> **2021 WJTA Conference and Expo**
> **October 26-28 ● New Orleans, Louisiana**
> Paper

Font Size:	Heading – 12 pt. The word "Paper" – 10 pt.
Attribute:	Heading – bold. The word "Paper" – no bold.
Justification:	Heading – Center. The word "Paper" – tab to 5.5".
Position:	Heading – first line after 1" margin. The word "Paper" – next line after second line of heading.
Spacing:	Three blank lines after the word "Paper."

Paper Title

Font Size:	14 pt.
Attribute:	Bold and All Caps.
Justification:	Center.
Position:	Fourth line after the word "Paper."
Spacing:	Two blank lines after last line of title.

Author(s)/Abstract Information

On the third line after the title type the author's and coauthors' names. On the next line type the organization name, then on the next line, the location. Do NOT include street address, titles, departments, email addresses, etc.

Font Size:	12 pt.
Attribute:	Initial Caps.
Justification:	Center.
Spacing:	Three blank lines after last author line type ABSTRACT. Skip a line and type the abstract paragraph.

Conference Footer

The following footer should be typed on the last line of the first page of your paper:

> **Organized and Sponsored by WJTA®**

Font Size:	10 pt.
Attribute:	Bold.
Justification:	Center.
Position:	The very last line of the first page.

Headings

First-level Section Heads

Font Size:	12 pt.
Attribute:	Number, boldface, all caps.
Justification:	Left.
Spacing:	Leave two blank lines before and one blank line after.

Second-level Subsection Heads

Font Size:	12 pt.
Attribute:	Number, boldface, initial cap important words.
Justification:	Left.
Spacing:	Leave one blank line before and one blank line after.

Third-level Sub-subsection Heads

Font Size:	12 pt.
Attribute:	Number, initial cap important words.
Justification:	Left.
Spacing:	Leave one blank line before and one blank line after.

Body or Paragraphs

Full justification - let the text wrap, no hard returns except when starting a new paragraph. Use the base font already indicated (12 pt). Do NOT double space between paragraphs. However, double space before starting a new first-level section head.

Page Numbering

Do NOT insert page numbers.