

AESP Paper Format Instructions

Thanks to IEPEC for sharing their paper format guidelines with AESP. This document should be used as your primary reference when formatting your paper. If you use the Word Template that is provided, all of these items are already set up in the document. For specific areas such as Tables, Graphics, Footnotes, and References, please refer to the instructions on the Example Paper file.

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 Roman
Line Height:	Auto
Line Space:	Single
Margins:	
Bottom:	1" (Note: do NOT page number)
All Others:	.75"
Tab Settings:	Every .5" (Additional tabs/indents may be set for tables or other items.)
Justification:	Full

Paper Title

Maximum of three lines for your title.

Font Size:	14pt
Attribute:	Bold and Initial Caps
Justification:	Center
Position:	Top margin
Spacing:	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:	Two blank lines after last author line.

Abstract Heading (same as base font)

Font Size:	14pt
Attribute:	Bold and All Caps
Justification:	Flush Left
Spacing:	Double space after

Headings - Level A (same as base font)

Font Size:	14pt
Attribute:	Bold and Initial Caps
Justification:	Flush Left
Spacing:	Double space after

Subheadings - Level B (same as base font)

Font Size:	12pt
Attributes:	Bold and Initial Caps
Justification:	Left
Spacing:	One line before all new subheads. Double space after

Subheadings - Level C (same as base font)

	Heading followed by a period. Lead in text
Font:	12pt
Attributes:	Bold
Justification:	Full
Spacing:	One blank line before the start of this heading.

Body or Paragraphs

Indent the first line of each new paragraph. Please do NOT use spaces or hanging indents; Use the Tab key to indent (.5") each new paragraph. 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 subhead.

Paper Length

Abstract: No more than 250 words
Full paper: 12-page limit.