

Fanni Reunion Foundation, Inc.

FRF's First International Student Paper Competition



INSTRUCTIONS FOR PREPARATION OF GRADUATE STUDENT PAPER MANUSCRIPTS

These guidelines are for preparing the full paper. For preparing the extended abstract, please use the template.

Length

The length of each paper may not exceed 12 (twelve) pages inclusive of figures, tables, photographs, appendices and list of references. Papers longer than 12 pages will not be considered in competition. Papers already published will be considered.

Margins

The manuscript should be formatted for 8-½ x 11 (letter) paper. All text as well as figures, tables, etc., should be placed within the 1 inch margins all sides.

Typeface

For original papers, use a Times New Roman font with a point size of 11 or larger. For published journal papers any format is acceptable.

Spacing and Indenting

All text should be single spaced. Do not indent the first line of each paragraph ½ inch. Leave a one line space between paragraphs and after a heading or subheading. Do not indent any line in the reference list.

Organization

Figures, tables and photographs with their captions may be placed anywhere in the text. However, each paper should be organized as follows:

1. Title
2. Author(s) name(s)
3. Abstract
4. Text
5. Acknowledgments
6. References
7. Tables, figures and photographs (if not included within the body of the paper)
8. Appendices (optional)

Title

The title of the paper should be typed in capital letters, single spaced, and centered. It should not be more than two lines in length. The first line should be positioned 1½ inches below the top of the page.

Author Name

The name of the author(s) should be positioned after a triple space under the last line of the title and should be centered. Current position and affiliation should appear on the first page as a footnote, positioned one inch from the bottom of the paper underneath a line.

Abstract

The abstract should begin with the heading "ABSTRACT" after a triple space from the line of the last author's name. It should be single spaced, and indented ½ inch from the regular margins at both sides. It should not exceed 250 words. Leave a triple space after the last line of the abstract to continue with the text of the paper.

Headings and Subheadings

Only two levels of headings will be allowed: major headings and subheadings. Major headings should be typed in **BOLDFACE CAPITAL LETTERS** and centered within the typed area. Subheadings should be in **Boldface** with the first letter of each main word capitalized and flush with the left margin.

Equations

Indent equations ½ inch from the left margin. A reference number enclosed in parentheses and flush with the right margin should be included from each equation. In the text, refer to equations as, for example, Equation. 1, or Equations. 2, 3, and 4.

Figures and Photographs

All figures, including photographs, illustrations, and diagrams, should be embedded into the paper within the specified margins as part of the student's word processing program file. Figures and photographs should be designated as figures and numbered sequentially with Arabic numerals. Figure captions should include the word "FIGURE" and a number followed by a period, and should be centered underneath the figure. Figure captions should be written in lower case with only the first letter of the first word capitalized and may begin on the same line as the Figure number. If a figure caption is more than one line long, the lines should be single spaced and aligned with the first letter of the word "FIGURE" in the first line. A space should separate the figure from the caption, and a space should separate the upper part of the figure and the bottom of the caption from the surrounding text. In the text, refer to figures as, for example, Figure 1, or Figures 2, 3, and 4.

Tables

Tables should be numbered sequentially with Arabic numbers. Table captions should include the word "TABLE" and a number followed by a period, and should be centered **above** the table. Table captions should be written lower case with only the first letter of the first word capitalized and may begin on the same line as the Table number. If a table caption is more than one line long, the lines should be single spaced and aligned with the first letter of the word "TABLE" in the first line. Capitalize also the first letter of each column and line headings within a table.

References

References should appear together in the References section and listed **alphabetically** by the last name of the first author. When two or more references by the same author are listed, year of publication is taken into account by listing the earliest first.

Each reference should provide the following:

- author last name, initials,
- initials and last name of additional author(s),
- year of publication (then period).
- title for journal articles,
- title italicized for books and journal names
- for journal articles: volume, (issue number -- optional), beginning and ending page numbers.
- for books: publisher, city, state.

All references must be cited in the text. When citing a reference in the text, refer to it by placing the last name of its principal author and the date of publication enclosed in parentheses, e.g., (Ghalibafian 1975 [one author]) or (Ghalibafian and Hami 1975 [two authors]) or (Hessabi et al. 1936 [more than two authors]). If two or more references have the same authors and dates as another, add “a,” “b,” “c” etc. after the date to distinguish them from each other.

Pagination

All pages should be numbered, e.g., 1 of 12, 2 of 12 or x of y. The page number should be centered at the bottom of the page. The page number should be placed approximately halfway between the bottom edge of the page and the last line of text.