

# INSTRUCTIONS FOR PREPARING YOUR PAPER FOR AEE PROCEEDINGS

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follows a primary heading should begin flush left on the line immediately following the heading. Double space ABOVE all primary headings.

## PAPER TITLE AND AUTHOR(S)

The paper title should be in 11 point Times New Roman font, all capitals, bold and single spaced. The paper title should be centered on the page. Three line spaces should separate the title from the first author's name.

Author name(s) should consist of first name, middle initial, and last name with any credentials to follow. It should be 11 point Times New Roman font, centered under the paper title.

## ABSTRACT

This document provides information and instructions for preparing a document for an AEE-sponsored conference on 8 1/2" x 11" paper using your computer and printer. All guidelines given herein should be used in conjunction with the material provided. Follow the specifications in this document, including the typeface, style, and basic layout of the paper should look like this document.

Starting with your abstract, being your two-column text on page one, 4 inches from the top edge of the page. This measurement is taken from the top edge of the paper, not from the top margin. The typeface for your paper should be 9 or 10 point Times New Roman with headings flush left, bold, and text justified to the left and right, single spaced. Left and right page margins should be 3/4 inches.

## TEXT FORMAT

The text of your paper follows the abstract and should be set in 9 or 10 point Times New Roman font, single spaced and justified left and right. The text should be in a two column format, as shown in this document. Space between columns should be 0.375".

## TEXT HEADINGS

Primary text headings should be 9 or 10 point Times New Roman font, all capitals, bold, and flushed left. Text that

## Secondary Headings

Secondary headings, or subheadings, should be typed in 9 or 10 point Times New Roman font, upper and lower case letters, bold and flushed left. As with primary headings, text that follows secondary headings should begin flush left on the line immediately following the heading. Double space ABOVE all secondary headings.

## GRAPHS, ILLUSTRATIONS & PHOTOGRAPHS

Graphs, illustrations and photographs are considered to be figures and should be numbered and labeled as such. All graphs, illustrations and photographs need to be included in the paper and should not be sent separately.

## TABLEING & NUMBERING ALL TABLES & FIGURES IN THE MANUSCRIPT

All figures and tables should be labeled in ALL CAPS, including both the figure and table number, and appropriate descriptive title. Table numbers and names should be placed ABOVE the table. Figure numbers and names should be placed BELOW the figure. Figures and tables should be referred to by number when referenced within the text. Do not refer to them as "Slide 1", "Slide 2", etc.

## BIOGRAPHY

You should include your biography at the end of your paper, before adding your references. You should also include your contact information, if you wish for AEE journal editors to contact you regarding your paper submission.

## REFERENCES

List and number all bibliographical references at the end of the paper, under the primary heading **REFERENCES**. When crediting information within the text of your paper, place the reference number inside brackets at the end of the information you wish to credit.