



Guidelines for a Great Paper

Title - The title of the manuscript should be in bold type and aligned flush left with the first letter of each word capitalized.

Author and Co-Author - The first and last names, in bold text, should be listed sequentially, followed by their company affiliation (not in bold text).

Abstract - The abstract should summarize the main findings in under 200 words and include:

- Rationale
- Objective
- General Methodology
- Results
- Significant Conclusions

*Always leave a double space between the abstract and the introduction.

Introduction - This section should provide a brief lead-in to the body of the paper.

Headings - Use only three levels of headings:

First Level: Aligned flush left, all uppercase.

Second Level: Aligned flush left, first letter of each word in uppercase.

Third Level: Aligned flush left, first letter of first word in uppercase, include a period at the end.

All headings should be in bold type, double-space before and after first and second level headings. Run the third level heading into the first paragraph of text.

Body - The body of your manuscript should be formatted as follows:

- Use single-column format only.
- Only capitalize proper nouns within the body of the text.
- Margins should be 1" on all sides.
- Page layout should be 8.5 x 11", portrait.
- Use Times New Roman 10 point font (Paper title should be in 12 point).
- Text should be single-spaced, with double spacing between paragraphs.
- All figures and photos should be placed within the text or at the very end. Carefully ensure your figure/table numbering before submitting.
- Leave the pages unnumbered.
- Avoid using headers, footers, logos and file stamps [J1] .
- Use the spelling and grammar check before submitting your manuscript. It's also a good idea to have someone else read it over before you present it.



Appendix - If your manuscript contains a lot of mathematical equations and formulas, please include them in an appendix, rather than in the main body of the text. The same applies for any detailed descriptions of apparatus and other material that is not essential to the general presentation.

Acknowledgements - If you plan to include an acknowledgement, it should look something like this:

This research was funded in part through a research contract between XYZ Paper Company and the ABU Agricultural Experiment Station. The authors wish to thank Dr. J.S. Smith and Dr. W. Banning of the AB State University Tree Improvement Cooperative for providing the seed and test evaluations.

Tables - Tables may be included within the body of the paper or after the Acknowledgment (see Appendix for more information). They should include a title above the table, aligned flush left, and be numbered consecutively with Roman numerals. Always keep tables intact on a given page.

Artwork - When incorporating figures, charts and graphs into your manuscript, please use either PowerPoint or Excel and use the following guidelines:

Figures - Figures and their captions should always be numbered and may be placed within the body of the text or after the Acknowledgement, following the tables (see Appendix for more information). If figures are used within the body of the text, please ensure the width is equal or smaller to the width of your text.

Photographs - Photographs can be placed within the body of the text or labeled and placed after the Acknowledgements. Use only photographs that have good contrast – black and white photographs offer the best quality. Please include original photographs only, not photocopies. If a photomicrograph is used, only the section necessary to illustrate the desired point should be used. Magnification should always be indicated with a scale line on the photograph.

Line Drawings - Line drawings can either be placed at their point of reference within the body of the text or following the Acknowledgements. Use a size that is best for readability and clarity.

References - Complete information should be given for all references (avoid using the terms ibidem or ibid). All references cited should be listed in numerical order at the end of the text, corresponding with their order of appearance in the body of the text. The author is responsible for the accuracy of all references.

Guidelines for a Great Presentation

Tips for Creating Great PowerPoint Slides

- Consider using only images as slides, rather than text. It serves as visual support while not forcing people to read while you are talking.
- If you are using text, select a simple font that is clear and easy to read. Sans-serif is best for slides and be sure to use a minimum 30 point type.



- Use a maximum of 3 fonts per presentation. This includes different sizes, as well as bold or italic versions of the same font.
- Limit each line to 6 words, and 6 lines to each slide. You want to use the key words that reinforce your ideas, not create complete sentences.
- Limit your slides to a maximum of 2 per minute.
- Think of your slides as visual support for your ideas – they should not introduce new ideas, or contain information that will distract your audience from your talk.
- Use a template and keep a uniform background throughout your presentation. Consistency in terms of color, font and design is key.
- Ensure there is good contrast between your background and your typeface and/or graphics.
- Use simple graphics that are high in contrast. Avoid dense tables, charts, etc.

Tips for Graphs & Charts

- Graphs and charts should contain at least 2 different, high contrast colors. Use different colors, not shading, to denote graph data.
- Always include a legend for charts so that your audience will have all the visual information available at a glance.
- Select the appropriate chart for your data. Bar and pie charts are easier to read, but sometimes line charts are necessary. In those cases, ensure your lines are well contrasted and easy to follow. (Note: It may be better to use solid/dashed/dotted lines for a chart rather than different colors. Always test your charts before making a final decision.)