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Title Page (top part of first page only)

Title of Paper: The title must be centered with at least a one and one-half inch margin on the left and right.

Font Times New Roman typeface is required, bold faced, 14 point.

Author and Affiliation , Q F O X G H D X W K R I U R U D Q I Q Q D O L S D W U L R O E P L V V L R

Body of the Paper (beginning under the title information on the first page and continuing with all subsequent pages)

First Page The paper will be in a one-column format with left justification. There must be a one inch margin on the left, right, and bottom. Font: Times New Roman typeface is required, 12 point, skipping one line between paragraphs.

Second and All Subsequent Pages There must be a 1 inch margin all around (top, bottom, right, left) in one column format, left justification, skipping one line between paragraphs. Font: Times New Roman typeface is required, 12 point, using only standard symbols and abbreviations in text and illustrations.

Abstracts: Abstracts are not required, but can be included between the title and the body of the paper, but not on a separate page.

Headings

Books -

If a whole book is used (or pages here and there throughout the book), page numbers ~~are given~~. If no author is listed, titles should be alphabetized. If a specific chapter is being used, the chapter title and inclusive page numbers should be included. Reports must include the full institution name and location. For example,

Evans, G. M., and Furlong, J. C. (2003). *Environmental biotechnology: Theory and applications*, Wiley, Chichester, U.K.

Moody's municipal and government manual. (1988). Moody's Investors Service, New York. *Building Codes and Provisions*.

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The following elements should be included: author's name (if known); year of publication or last revision (if available); full title of the document, in quotation marks; title of the complete work (if applicable), in italics, in 7mipplc9T (drent0rs2 6kisrevisi B/ s hgg6