Format Guidelines for EPC Papers

- All papers will be written in Microsoft Word.
- Text will be in black & white. Graphs and pictures may be in color; however, printing will be black and white so contrast is important.
- Papers must not contain hyperlinks associated with web content or email addresses.
- See sample pages at end of this document.

**Initial setup** (for 8 1/2 x 11-in paper) Please set up your word processor to these initial settings. Your paper should follow these formatting styles:
- Base font: 12 pt. Tahoma
- Line Height: Auto
- Line Spacing: Single
- Margins:
  - Bottom: 1.2 in. (Do not page number)
  - All others: .75in.
- Tab settings: Every .5 in. (Additional tabs/indents may be set for tables or other items)
- Justification: Full

**FIRST PAGE: Title and Author Page**

*See Example Below*

**AIChE Paper Number:** The first line is the AIChE Paper number.
- Font size: 14 pt.
- Attribute: Bold and All caps
- Justification: Center
Justification: Center

**ABSTRACT PAGE:**  
See Example Below  
The second page must be the abstract page.

Repeat Title and authors as above with no spacing between title and authors.  
Spacing: 2 spaces after last author

**Abstract:**  
Font size: 12 pt.  
Attribute: Normal  
Justification: Left

**Main Body**  
Page 3 starts the main body of the paper.

**Headings:**  
Font size: 12 pt.  
Attribute: Bold and initial caps  
Justification: Center  
Spacing: Double Space After

**Subheadings:**  
Font size: 12 point (same as base font)  
Attributes: Bold, italic, initial caps  
Justification: Left  
Spacing: One line before all new subheads. Begin paragraph directly below each new subhead.
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 in.) 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 (12 pt.). Do not double space between paragraphs. However, double space before starting a new heading or subhead.

Page numbering:
Our printer will apply the page numbers. Please DO NOT number the pages in your document.

Tables:
Identify each table with a bold numeric reference and center it at the top of your table. (i.e. Table 1.)

Graphics or photos:
Include a centered caption for the graphic or photo and place it at the bottom of the graphic. Avoid color graphics or graphics with dark backgrounds (no contrast) as they do not reproduce well when printed.

References:
Use references as a heading name, with your listing that follows in the base font size (12 pt.) Number each reference consecutively (1,2,3… etc.) and single space between each reference. Indent after each reference number. Do not use endnotes. Refer to the example below:


Title Line 1
Title Line 2
Author 1 Name
  Title
  Company
Author 2 Name
  Title
  Company
Author 3 Name
  Title
  Company

Abstract: Recent advancements in the design of.................

(Please note that this page – pg 2 - should consist of the title, author(s) and the abstract. The body of the paper should start on page 3)