Paper Formatting Requirements and Author Authorization Form

SCL NA Annual Hardhat Writing Award

Papers Due By: December 5, 2019

Timeline for Submission of Papers

- Papers are to be received no later than **4PM Pacific Standard Time, Thursday December 5, 2019.**

Paper Guidelines

Failure to follow the paper guidelines below may result in your paper not being considered for inclusion in the conference program.

1. The paper should be sent using the Microsoft Word Document template (*.doc, *.docx).
2. The paper must not exceed 8000 words (between 6,000 and 8,000 words) including footnotes and headings but excluding the abstract and bibliography.
3. All papers must be submitted electronically to the Paper Committee Chairs Walied Abdeldayem or Bruce Hallock: walied.abdeldayem@consultidea.net or Brucenwg@aol.com by the stated deadline.
4. All questions should be directed to the Paper Committee Chair's emails.
5. Written materials should include a title page **without the author's names.**
6. Cover letter needs to attach essay with the following: To include the title of the essay; the author's name; daytime telephone number; and, email address; confirmation the author accepts the conditions set forth in the rules in this invitation; an indication whether the essay is submitted in the General or Student Division.
7. The title must be short and precise but clearly characterise the issue to be presented.
8. Pages are to be 8 1/2 X 11 or A4. Where ever inches are used the metric equivalent is acceptable
9. Margins are to be 1" all around (headers and footers can be in margin).
10. Every page (except the title page) must have a header indicating the name of the paper, left justified and page number, bottom right justified
11. Paragraphs should be 1.5 line spacing. The first sentence of each paragraph should be indented a half inch.
12. Body of the text should be Calibri, 12pt, and line spacing 1.5.
13. No Endnotes, only Footnotes. Footnotes should be Calibri, 10pt (single space).
14. Figures should be noted with the word "Figure" and the figure number below the figure itself.
15. Tables should be noted with the word "Table" and the table number above the table itself.

16. The paper must be an original work, not having been published elsewhere.

The author(s) must submit a fully developed paper in accordance with these rules and any accompanying presentation to the SCL NA by the date set out above.

The author(s) agree to authorise the SCL NA organisers to publish the paper and is willing to present the paper at a future SCL conference if accepted.

Primary author please print your name and sign and return the acknowledgement below to walied.abdeldayem@consultidea.net **and** Brucenwg@aol.com **by August 30, 2019.**

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Primary Author Name Printed

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Primary Author Signature   **Date**