

Formatting Instructions for Papers

File Format

Papers may be submitted in either of two file formats:

- MS-Word 2003 or higher, or
- Adobe Acrobat 7.0 or higher

General Set-up

- Paper size: A4
- Font: Times New Roman, 12 pt. You may use bold, italic, or underline as appropriate
- Spacing:
 - Single-space all text material
 - One blank line between paragraphs
 - Two blank lines before and one blank line after first-level headings
 - One blank line before and after all other headings
- Margins: 2.5 cm (top, bottom, left and right).
- Page Numbers: Centered at bottom of page surrounded by hyphens: -1-.

Length

Final papers may not exceed 12 pages excluding illustrations, references, etc.

Paper Structure

Start the first page with the paper title and author information for each author (main author first), affiliation, address, phone and email). The following is an example:

Paper Title

Morgan Ouellette
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Continue with a one paragraph summary or abstract of approximately 10 lines. This should be followed by a list of key words (not to exceed 10), and then the main body of the paper (including illustrations), acknowledgements and references.

All regular paragraphs are flush left, no first line indentation. Do not use the tab key. Bulleted and numbered lists may be used.

Do not use numbers in headings. Format headings as follows:

- First-level heading: All caps, bold, centered:

INTELLIGENT TRANSPORTATION

- Second-level heading: Initial caps only, bold, underlined, centered:

Intelligent Transportation

- Third-level heading: Initial caps only, underlined, centered:

Intelligent Transportation

- Fourth-level heading: Initial caps only, centered:

Intelligent Transportation

Illustrations

- Illustrations include tables, figures, graphics, line art, designs, photographs, and maps.
- Illustrations are expected to look neat, professional, and readable. The use of color is encouraged.
- Provide a number and caption for each illustration.
- Integrate illustrations into the body of your paper – we are not able to format separately provided illustrations into your paper.
- Before submitting your paper, please print it to make sure illustrations are readable and properly placed.

References

Do not use superscripts or footnotes. Place all references at the end of the paper in the text, use a number in parenthesis to indicate a reference (1). Each reference should include:

- If an article: Names of authors; title in quotes; name of journal or book in which the article appeared, in italics; for journals: volume and issue number; for all articles: publisher; publication date; page numbers
- If a report: Names of authors, title of report in quotes; report number (if applicable; publisher; publication date; page number
- If a book: Names of authors, title of book in italics, publisher, publication date, page number
- For all author names, put given name first, family name last

Example:

REFERENCES

(1) Morgan Ouellette, "Formatting Instructions for World Congress Papers," ITS America, August, 2014, p.