

Proceedings Submission Agreement and Formatting Checklist

- ☐ The submission is not currently under consideration or was published in a conference proceedings or journal.
- ☐ The submission may be a full paper (no page limit), or an up to **2 or 3 pages extended abstract** in total.
- ☐ Please note that most reputable journals do not consider full papers that have been published elsewhere. Therefore, **we strongly encourage authors to publish an extended abstract instead of a full paper in the proceedings.**

Proceedings formatting guidelines for extended abstracts:

- ☐ Use Times New Roman for the font, single-spaced within paragraphs and one line space between paragraphs.
- ☐ Margins are set at Top, Bottom, Left & Right all 1 inch.
- ☐ No indentation of each new paragraph.
- ☐ There are no page-breaks set in the document.
- ☐ The text of the document has NOT been set to 2-column formatting.
- ☐ Number the pages at the bottom right corner.
- ☐ All submissions must be in a Word file. Any other file format is not accepted.
- ☐ Tables and figures must be in an editable format and high quality print and clear.
- ☐ Sections of the extended abstract are in the following order:
 - Title
 - Author Name(s) and Affiliations
 - Section title (i.e., **EXTENDED ABSTRACT**)
 - Body with brief summary of the study
 - Keywords
 - References (optional)
 - About the Author(s) (required).
- ☐ **Title of paper** is in bold 16pt font, upper and lower case. Return twice after title with 12 point.
- ☐ **Author names** are in bold 16pt font, upper and lower case, flush left. **Author affiliation** is italicized, 12 pt font (not in bold).
- ☐ An extended abstract does not include a short abstract. A short abstract is required during the submission stage for search engine optimization.
- ☐ ALL text (except the titles and sub-titles) is **full flush**.
- ☐ **Title of tables/figures** should appear as upper and lower case, bold, 12 pt. font (E.g., Table 1. This is the Title of your Table), and centered. Tables are placed within the body of the paper and may include smaller font (Times New Roman 10 pt.). Large size tables and figures may be included in an Appendix at the end of the paper after the References section.
- ☐ Instead of including the references, you may state "*References are available upon request.*" Otherwise, references are formatted using APA 7th edition style, as seen in examples below. All URL addresses in the document are active with proper hyperlinks.
- ☐ Include DOI hyperlinks (e.g., <http://doi.org...>). No indentation or page break. Single-spaced. One hard return space between citations.
- ☐ About the Author' section is to include a short paragraph of bio for each author and is required at the end of the extended abstract (or paper).
- ☐ **For an example of a formatted and published extended abstract, please visit: https://digitalcommons.georgiasouthern.edu/cgi/viewcontent.cgi?article=1003&context=amtp-proceedings_2025**

Formatting Guidelines for Full Paper Submissions:

- ☐ Follow the steps and the formatting guidelines for an extended abstract above except for:
- ☐ Sections of the paper are in the following order:
 - Title
 - Authors Names and Affiliations
 - Abstract
 - Keywords
 - Introduction
 - Body of Paper
 - References
 - Appendix (if any)
 - About the Author(s) (required).
- ☐ Major section headings are in bold 12pt font all UPPERCASE, minor section headings are in bold, 12pt upper & lowercase.
- ☐ **For an example of formatted and published full paper, please visit: https://digitalcommons.georgiasouthern.edu/cgi/viewcontent.cgi?article=1003&context=amtp-proceedings_2025**

REFERENCES

For Books:

Ahmed, S. (2012). *On being included: Racism and diversity in institutional life*. Duke University Press.

For Journal Articles:

Nguyen, T., Carnevale, J. J., Scholer, A. A., Miele, D. B., & Fujita, K. (2019). Metamotivational knowledge of the role of high-level and low-level construal in goal-relevant task performance. *Journal of Personality and Social Psychology*, 117(5), 879-899. <http://dx.doi.org/10.1037/pspa0000166>

For Newspaper Articles:

Author, A. A. (Year, Month Day). Title of article goes here: Pay attention to capitalization rule. *Title of Newspaper is italicized*. Retrieved from <http://www.someaddress.com/full/url/>

For E-books:

De Huff, E. W. (n.d.). Taytay's tales: Traditional Pueblo Indian tales. Retrieved from <http://digital.library.upenn.edu/women/dehuff/taytay/taytay.html>

For Datasets:

United States Department of Housing and Urban Development. (2008). Indiana income limits [Data file]. Retrieved from http://www.huduser.org/Datasets/IL/IL08/in_fy2008.pdf

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