



Proceedings Style Notes and Checklist

1. Final due date for all submissions: May 1, 2024, 11:59 pm.
2. Create your paper in Microsoft Word.
3. Email your **Word File** to btucker@daltonstate.edu (Barbara G. Tucker, Editor). Do not use PDF or other file type.
4. You will receive an email confirmation within 24 hours of my receipt. You can contact me at 706.272.4411.
5. Use portrait orientation.
6. Use Mirror Margins with the top and bottom margins set at .073, the inside margin at .93, and the outside margin at 0.63. (Template accompanies this document).
7. Use only one space after any punctuation, including periods and colons.
8. Use real quotations marks (“ and ”), single quotation marks (‘ and ’) and apostrophes (’).
9. Use the appropriate measurement symbols (‘ and “, etc.).
10. Bulleted items should hang indent so that no bulleted item text is aligned under the bullet. If you used outlined or numbered bullets, remember that the rule of division says you cannot have a “1” under you also have a “2,” you cannot have an “A” unless you also have a “B,” etc.
11. The *Publication Manual of the APA* (7th edition) is the correct style manual for this paper. However, there are a few variations to be included in Proceedings:
 - a. You can see a previous version of Proceedings [here](#).
 - b. Use single space instead of double space.
 - c. The text of the paper’s paragraphs should be in Arial at 11 points.
 - d. Do not use justified right margins. Use the automatic leading (13.2.—for our purposes, this just means the default).
 - e. Put a line space between paragraphs, and do not indent paragraphs.

- f. Paper title and author information will be at the top of the first page of text, not on a separate title page. The title should be in Times New Roman at 18 points bold. Authors' information should be Arial at 11 points italic.
- g. Make all primary headings in Times New Roman at 14 points bold, left-aligned and secondary headings (subheads) in Times New Roman at 12 points bold, left-aligned.
- h. Do not underline anything. If you are underlining to call attention to the word, make it bold. If you are underlining to indicate a work of authorship, make it italic.
- i. Use APA Edition 7 for citations and references. References should be in Arial at 11 points, single-spaced.
- j. You may insert a small table into the text. However, if a table is substantial, consider placing it as an appendix to the text. Appendix items may be in any format you choose, but if you have no good reason to choose something else, please use the same text specifications given for the rest of the paper.
- k. End notes should be in Arial at 11 points. Please do not use the footnote function in Word because it does not merge well within the *Proceedings* document.