

2008 Academic Chairpersons Conference

Presenter Checklist for Submitting Papers for the Conference Proceedings CD

- _____ **Font** – size 12 pt, Times New Roman or close facsimile
- _____ **Margins**- Top margin=1 1/2"; sides and bottom= 1"; Do NOT right justify.
- _____ **Headings** - Center and bold all section headings; Do NOT underline them; skip a single line after each one.
- _____ **Paragraphs** - Do NOT indent paragraphs.
- _____ **Length** - 15 pages, INCLUSIVE of charts and graphs.
- _____ **Spacing**- Paper must be **SINGLE SPACED**, letter quality.
- _____ **Quotations** - All quotations are referenced, including the page number(s).
Do NOT use footnotes. If you wish to acknowledge the contribution of others, you may include an acknowledgement immediately before the reference.
- _____ **Copyright** - Copyrighted materials are documented.
If you include copyrighted materials in your paper, you must obtain permission to have the materials reprinted and provide written documentation. Kansas State University is not responsible for doing this.
- _____ **Readability** - Paper is clear and easy to read.
- _____ **Grammar/Spelling** - Paper contains no errors; is ready to publish as is.
Papers are not proofed or re-typed, so check carefully for spelling and grammar.
- _____ **Description/Keywords** - A two-sentence description and 10-15 keywords related to the paper content are included for the CD search function.
- _____ **CD Copy** - Paper is created in Microsoft Word and is saved to a CD or memory stick.
- _____ **Back-up copy** - A back-up copy of your paper has been saved.

DUE DATE: February 6-8, 2008

Please provide the conference registration staff in Orlando with a copy of your paper following the instructions provided. A sample paper can be found at <http://www.dce.ksu.edu/conf/academicchairpersons/25th/docs/sample-paper.pdf>. Your paper will be an important addition for future use by Academic Chairpersons!