FORMAT SUMMARY FOR SAGEEP (EXTENDED) ABSTRACTS

Use the below as your primary reference when formatting your extended abstract. Note that it is formatted for brevity and not for SAGEEP publication. Final files must be in PDF format with all fonts embedded.

Initial Setup (For 8½" x 11" paper)
Please set up your word processor to these initial settings. Your paper should follow these formatting styles listed below.

- **Base Font:** 12pt Times (or Times New Roman)
- **Justification:** Full
- **Line Height:** Auto
- **Line Space:** Single spaced
- **Margins:** 0.75" sides, 1” top and bottom
- **Tab Settings:** Every 0.5" (Additional tabs/indents may be set for tables or other items.)

Paper Title
Maximum of three lines for your title.

- **Font Size:** 14pt
- **Attribute:** Bold and All Caps
- **Justification:** Center
- **Position:** Top margin
- **Spacing:** Single spaced, one blank line after last line of title.

Author/Byline Information
Please type author’s full name, affiliation, city and state abbreviation. Try to abbreviate affiliations when possible. Do NOT include street address, titles, departments, etc.

- **Font Size:** 12pt
- **Attribute:** Italicized and Initial Caps
- **Justification:** Center
- **Spacing:** Single spaced, two blank lines after last author line

Headings
Headings should include Abstract, Conclusions and References at a minimum.

- **Font Size:** 14pt
- **Attribute:** Bold and Initial Caps
- **Justification:** Center
- **Spacing:** Blank line before and after

Subheadings
Break out subsections of major headings as appropriate.

- **Font Size:** 12pt
- **Attributes:** Bold, Italicized and Initial Caps
- **Justification:** Left
- **Spacing:** Single spaced, one blank line before all new subheads. No blank line before paragraph text.

Body or Paragraph Text
Indent the first line of each new paragraph 0.5". Please do NOT use spaces to indent. Use full justification, letting the text wrap – no hard returns except when starting a new paragraph. Use the base font already indicated (12pt). Do NOT double space between paragraphs. However, double space before starting a new heading or subheading.

- **Font Size:** 12pt
- **Attributes:** Regular
- **Justification:** Full, initial indent
- **Spacing:** Single spaced, no blank line between paragraphs. One blank line before all new subheads.

Figures and Tables
Figures and tables should be labeled with a bold number reference followed by regular text (e.g. **Figure 1**: Plot of data Y vs. X.), using the standard font. Figures should be labeled below the graphic and tables above. Borders or boxes around figures are optional. Scales and units are required for all data graphs, plots and maps.

- **Font Size:** 12pt
- **Attribute:** Bold reference, regular text
- **Justification:** Left
- **Spacing:** Single spaced

Page Numbering
Leave space for numbers using margins, but do not number your pages.