

Colloquium Template and Guide

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Abstract – This is where the abstract goes. It should be in 9-point, bold, italic, Times New Roman.

Index terms – 9-point, bold, Times New Roman

I. INTRODUCTION

cisse.dot is the official Word Template for the Colloquium.

II. THIS GUIDE AS A SAMPLE DOCUMENT

This guide shows the various styles used in *cisse.dot*. The document should be in a two-column, single-spaced format. The bulk of the paper's text should be in 10-point, Times New Roman.

Note that paragraphs are not indented. Instead, there should be a blank line between paragraphs.

When documenting sources, reference should be numbered in the order in which they are first referenced. The note in the paper should be included in square brackets, such as [1]. Do not refer to the note as a noun! For instance, do not do this: "As noted in [2], ...". Instead, do this: "As noted by Schlabotnik, ...[2]."

Papers should be between six and eight pages in length.

A. Fonts for Headings

Heading 1 should be in 10-point, small caps, centered, with Roman numerals.

Heading 2 should be in 10-point, italic, indented .2 inches, Times New Roman, and numbered with a capital letter.

Heading 3 should be in:

Author affiliation information goes here in 9-point, italic, Times New Roman. This footnote should use a non-printing symbol as its reference so that it does not interfere with the numbering of regular footnotes.

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1. 10-point,
2. Times New Roman,
3. flush left, and
4. numbered with an Arabic numeral.

Other Heading levels are not supported under this template.

Author names should be in 10-point, Times New Roman font. Note that the author's affiliation (Academic or professional) should be noted, after the author's name, in italics, as shown in the author section above. Note that the author information is in a text box.

The title is in 24-point, Times New Roman. The title is in its own text box.

III. MATH FORMULAE

In addition to using *cisse.dot*, you must make sure to use either the Microsoft Equation Editor or the *MathType* add-on for all math objects in your paper.

A math object is defined as any equation or fragment containing mathematical symbols (including Greek characters, superscripts, and subscripts) that appears either in-line (in the flow of normal text) or as a display equation (in its own space between lines of text). In particular, you must avoid using Word fonts or character calls for in-line "quickies" such as single variables with superscripts or subscripts.

IV. MARKUP

Markup defines the parts of your paper: the title, headings, lists, and so forth. Each of these elements is given an appropriate name, and certain formation instructions are associated with that name. In this way, for instance, the title of all papers will look the same. In Word, the mechanism for associating an element name with its formatting instructions is called a style. Use these styles to help properly format your document.

V. REFERENCES

[1] References should be listed in the order in which they were first referenced within the body of the paper.

[2] References are in 10-point, Times New Roman.