

Top and bottom margins: 1”

Left and right margins: 1.25”

Double spaced throughout, no additional space before or after paragraph

Be sure to note format for odd and even page headers

Use Times New Roman in place of CG Times if needed

ARTICLE TITLE: CENTERED, CG TIMES, SIZE 14, SMALL CAPS

*Author Name (Number): Centered, CG Times, Size 13, Italics*

HEADING: CENTERED, CG TIMES, SIZE 12, SMALL CAPS (APPLY TO MAJOR HEADINGS INCLUDING “INTRODUCTION” AND “CONCLUSION”)

- I. SUB HEADING 1: ROMAN NUMERAL INTRODUCTION, CENTERED, TIMES NEW ROMAN, SIZE 12, SMALL CAPS
- A. *Sub Heading 2: Capital Letter Introduction, Right Aligned, Times New Roman, Size 12, Italics*
  1. *Sub Heading 3: Modern Numeral Introduction, Right Aligned, 1/2” Paragraph Indent, Times New Roman, Size 12, Italics*
    - a. *Sub Heading 4: Lower Case Letter Introduction, Right Aligned, 1” Paragraph Indent, Times New Roman, Size 12, Italics*

Body Text: Justified, 1/2” paragraph indent, CG Times, Size 12<sup>1</sup>

---

<sup>1</sup> Footnote Text: CG Times Size 8, if available; otherwise, TNR, Size 8. Justify footnote text. The first line of the footnote text should be 1/4” paragraph indent. Two single spaces between the footnote numeral and the footnote text.



mo-day-year]

*Article Title*

3