

## Formatting Guidelines for Technical Paper

1. Paper should be an MSWord document.
2. All the authors should be included in the cover page.
3. Title and Heading should be in Bold, Times New Roman and font size 14.
4. Abstract should be no more than 200 words.
5. Table of Contents should list the Tables, Figures, References and Appendix.
6. Paragraphs should be indented.
7. Double line spacing between paragraphs.
8. Text of the paper should be in Times New Roman, size 12 and single line spacing.
9. Full justification should be used.
10. Page numbering should be at the bottom of the page and centered.
11. Table numbers should be sequential and end with a period. Example: Table 1.  
Table 2.
12. Table numbers should be in bold and left aligned.
13. Table headings and the content of the table should be justified.
14. Label rows and columns should have borders.
15. Equation numbers should be sequential.
16. Figures should be in black and white.
17. Figure numbers should be sequential and end with a period. Example: Figure 1.
18. Figure title should be in bold and left aligned.
19. Graph legend should have a box.
20. Notes or any Source data should appear below the tables and below the figures.
21. References should precede Appendix.
22. Appendix heading should be in Times New Roman and size 14.
23. Bibliography format: First Author (Last name) (Initials), and Second Author (Initials) (Last name). "Title of the Paper." Name of the Journal. (Year):Page Number.