

General Instructions:

1. Please use the instructions below (#'s 2-8) and the paper template on page two when formatting your submission. PLEASE FOLLOW THIS STYLE CAREFULLY!!
2. Only submissions in Microsoft Word will be accepted. Save this file and modify the text and contents as needed. **You must name your Word file with one of the following formats:**
 - For Student Authors - Presenter's Last Name and Faculty Advisor's Last Name_Year_SCURS
Example: Smith and Jones_2021_SCURS
 - For Single Author - Presenter's Last Name_Year_SCURS
Example: Smith_2021_SCURS
 - For Two Authors - Presenter's Last Name and Second Author's Last Name_Year_SCURS
Example: Smith and Smith_2021_SCURS
 - For Multiple Authors - Presenter's Last Name et al_Year_SCURS
Example: Smith et al._2021_SCURS
3. To submit please complete the [online submission form](https://www.uscupstate.edu/research/sponsored-awards-and-research-support/research-symposium/) which can be found on the Symposium website:(<https://www.uscupstate.edu/research/sponsored-awards-and-research-support/research-symposium/>). The last step of the form allows you to upload your paper in word format. **Complete the form and upload your paper before the submission deadline.**
4. Text in all sections should be in Arial font; the font size for each section is provided in the template on page two of this document.
5. The paper submission should be single-spaced.
6. All margins should be set to 1 inch.
- 7. DO NOT USE FOOTNOTES OR HEADERS/FOOTERS!**
8. The paper submission can be no less than 2 pages and no more than 3 pages. Exceptions to these formatting instructions and length requirements can be made for special situations – please contact the Symposium Chair (mpilgrim@uscupstate.edu) with any questions.

Paper Template:

Title of Paper goes here in 14pt font, bold

List authors' names here (12pt font)

Department Name (10pt font)

School's Name (10pt font)

School's address on this line (10pt font)

Each authors email address (10pt font)

Abstract — *Abstract goes here in 9pt italicized font. No more than 200 words.* (9pt font)

Keywords — List no more than 5 keywords here. (9pt font)

Introduction (12pt font, bold)

(10pt font for text of introduction section) Start your paper with an "Introduction" section that describes the background and importance of your work. It should let the audience know what research question(s) you address.

Section Two Title (12pt font, bold)

You can have as many sections as needed. If using subsections, format as:

Sub-Section (10pt font)

Sub-sections titles should be all italicized, and left justified.

Text within subsections should in 10pt font. Do not use more than 1 level of sub-sections.

Figures can be included and should have a caption underneath in 10pt font.

Tables can be included and should have a caption above in 10pt font.

Conclusions (12pt font, bold)

(10pt font for text of conclusions section). Conclude your paper with a section that summarizes the findings and significance of your work.

Acknowledgements (12pt font, bold)

(10pt font) Place any acknowledgements here. DO NOT USE FOOTNOTES!!

References (12pt font, bold)

(10pt font) APA style. Your project represents research, scholarship and creative work. The expectation is that sources were used to develop the project and interpret the significance of project findings – therefore, the sources should be cited in the text and listed in this section. Again, (i) references are required for a research presentation and (ii) there needs to be a 1:1 correspondence between sources cited in the text and those listed in the references section.