Guidelines for 2021 AFCPE Symposium Papers

Introduction

This is the guideline for preparing the final version of research papers, practitioner's forum summaries, research to practice summaries, poster abstracts, and student papers to be published in the *Proceedings*. Our goal is to have the *Proceedings* presented in a uniform format. For this reason, please follow the guidelines below as closely as possible.

Page Limits

For research papers and student papers, the length should be no more than 12 single spaced pages (not including references). Authors may choose to submit a detailed abstract instead of a full-length paper. Abstracts have a length limit of four pages following these guidelines (authors may omit reference lists).

For practitioner's forum summaries and poster abstracts, the page limit is one single spaced page. Some latitude is given to accommodate different author needs. However, excessively long papers cannot be accepted.

Technical Details

- Final manuscripts should be prepared using Microsoft Word with one-inch top, bottom, and side margins using single spaced 10 point Times New Roman font.
- **Titles will need to use size 12 Bold** (heading 1)
- *Author's names will be listed using Size 10 Italics* (heading 2) on the same line
- **Chapter headings will use Size 12 Bold**
- Layout is one column
- Double space between paragraphs and use left justified margins
- No headers, footers, or page numbers are needed
- Do not indent paragraphs
- Limit papers to a maximum of two levels of headings, formatted as shown below
    - **First Level (Times New Roman 10 pt Bold)**
    - *Second Level (Times New Roman 10pt italic)*

Abstract

For research papers and student papers, provide an abstract of no more than 100 words. The body of the manuscript text should start immediately under the abstract. For practitioner's forum summaries and poster abstract, no abstract is needed. Up to five key words (all lower case and alphabetized) may be provided after the abstract for all paper submissions in the *Proceedings*.

Title and Author's Name(s)
Provide the title of the submission along with the names of all authors and their affiliations centered with all other headings left justified. All author's information will need to be listed on the same line (not in a paragraph format). For the contacting author, provide a mailing address, and email address.

Tables and Figures
Tables and figures should follow APA guidelines. All tables and figures need to fit portrait style on an 8.5" x 11" page with one inch margins. When submitting a paper, tables and figures need to be at the end of each paper with one per page. Note: tables may need to be reduced or printed in a smaller type size to accommodate space requirements. All figures should be black and white. Remember to check the table for readability. Avoid using pie charts with multiple legend items.

References
References should begin immediately following the text. Two examples are given at the end of this guide: one is for a journal and the other is for a proceedings paper. Follow APA format guidelines for other types of publications. See *Publication Manual of the APA* (7th edition) and https://msubillings.edu/asc/pdf/APA%207th%20Edition.pdf or http://www.apastyle.org/index.aspx
The references should be organized alphabetically by author and single spaced. It is important that everything cited in the manuscript should be cited in the references. **(References will not count towards page length.)**

Outline of the Paper, Summary, or Abstract
For Research Papers and Student Papers
Title
Names of author(s) and institution(s)
Abstract
Key words (all lower case & alphabetized)
Text
References
Contacting author's address (**add after the References in the body of the document**)

For Practitioner's Forum and Research to Practice Summary
Title
Names of author(s) and institution(s)
Key words (all lower case & alphabetized)
Text with three first-level headings:
    - Target audience
    - Objectives/Purpose
    - Description

Contacting author's address

For Poster Abstracts
Title
Names of author(s) and institution(s)
Key words (all lower case & alphabetized)
Text of the abstract (1 page summary)
References (if any)
Contacting author's address (**add after the References in the body of the document**)

Submission
Carefully proofread your paper. Ask a colleague or friend to review your paper to ensure that the final copy is ready for publication. You may look at past years' proceedings for reference: http://afcpe.org/symposium/previous-symposium-highlights. **Also, please remember to turn OFF track changes upon submission.**

Name the file of your submission after the type of submission followed by your title and main author's last name. Ex. Poster-Financial Literacy Smith.doc

Final papers should be submitted to the Invitation to Present link found at http://afcpe.org/symposium **no later than Monday, September 13, 2021.** Authors will need to submit final copy as a **Word Doc**.
If you have questions about these guidelines, please contact Axton Betz-Hamilton or Diane Hupko.

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