AAACE: Commission for International Adult Education

Guide sheet for International Pre-Conference Papers 2021

Only papers that comply with these guidelines will be included in the Proceedings

Papers Due July 26

Your paper should be 8-12 single spaced pages but double-spaced between paragraphs.

Set margins at 1” top, right, and bottom, and 1.5” for left margin.

Font for text of entire article: Times New Roman: 14 pt. title, 12 pt. text. 10 pt. foot or endnotes (including footnote for author identification), and 10 pt. for abstract and references. (See sample format below)

Follow APA style, 7th edition, throughout.

Word limit: 3500 words (excluding abstract and references)

FORMAT FOR PAPER

TITLE (14 pt. font, all caps, centered, bold) 1 inch from top of page

Author Name(s)1 12-point font (10 pt. font for author identification in the footnote)

ABSTRACT: Text of abstract 150-250 words or less (10-point font) single-spaced. Begin text immediately following colon, as shown here. PLEASE NOTE: While text of abstract is 10 point, the word “ABSTRACT” is in 12-point font and italicized.

Body of Text

Begin all paragraphs flush to margin. Single space within paragraph. Double space between paragraphs.

References

(Word “References” in 12 pt. font, bold, as with all centered & side heading per APA)

Text of references in 10 pt. font

1 Author identification: Organizational affiliation and contact information in e-mail form Place at the bottom of the first page as demonstrated here. The entire footnote should be in 10-point font