

The Proceedings 35th Annual TWCF Conference

Paper Submission Requirements

Authors are required to submit the **35th Annual TWCF Conference Authors Release Agreement** before submitting final manuscripts for The Proceedings.

To ensure consistency and correct formatting, all authors are required to adhere to paper submission guidelines required by the TWCF Conference. Please proofread the

The following procedures are required for all authors submitting manuscripts for The Proceedings for the TWCF Conference:

- 1) **Double-spaced, Times New Roman, 12 point font using Microsoft Office Word (At least Microsoft Office Word 2000)**
- 2) **8.5 x 11 inch paper with 1-inch margins**
- 3) One copy of your manuscript by E-mail to twcfusa@aol.com. The subject heading of the Email should read:

35th Proceedings, authors last name and first initial of first name in capital letters.

(Example: 35th Proceedings, Smith, R.)

Proceedings manuscripts sent by email not containing the correct subject heading will not be opened by the editor.

Please indicate in the body of the email, the exact Microsoft Office Word version used to prepare your manuscript. Do not number any of the pages of the document.

Title Page

The first page of the paper must be the "Title Page" containing:

- The exact title of the paper.
- The following presentation details:

The conference at which the paper was presented including the date and location of the conference. Example: "Presented at the 35th Annual TWCF Conference, April 3-5, 2008, Chicago, IL, USA"

- The author's name, title, institutional affiliation, department and contact information. This information should be suitably capitalized, centered and spaced on the page.

- An Abstract of the work should not exceed 500 words. The abstract should be included immediately following the "Title Page." It should be clearly headed as an Abstract and include the complete title of the document.
- The body of the paper should be no more than 20 typewritten, single-spaced pages altogether, including references, footnotes tables and illustrations. (The abstract is not included in this total.)

Footnotes and Bibliography

Footnotes should be single-spaced, and arranged in numerical order on a separate page at the end of the paper. Under the heading "Selected Bibliography" list, in standard footnote form, all sources and references used in writing the paper.

Illustrations and Charts

Charts and figures should follow the same requirements as the remainder of the paper, including the same Microsoft Office Word version. It is also required that the charts be created in a format that allows them to be easily copied. Each illustration must be clearly numbered. Legends to tables and illustrations should be numbered consecutively and separately throughout the paper.

Deadlines

Completed papers are due by September 30, 2009. Please submit **one** copy of your completed paper by E-mail in Microsoft Office Word format (At least Microsoft Office Word 2000 format). Indicate the version of **Microsoft Word** used in preparing the paper in a separate cover sheet.