

Title: Title Case; Arial 18pt, Bold, Centered

First Author Name: Arial 14pt, Centered

Department or Program Name; Institution (University of Nebraska at Kearney), ORCID
(optional) – Use Arial 11pt, centered

Second Author Name: Arial 14pt, Centered

Affiliation, institution, ORCID (optional)

Abstract: The abstract uses Arial in bold 11pt. The abstract body uses the normal paper font of 11pt Arial.

Keywords: Insert a comma-separated list of author-supplied keywords.

1. Introduction – Use Heading 1. This uses Arial in 16pt bold

Your body text will use Arial 11pt, with 1-inch margins, left-aligned. In paragraph settings: spacing – use 6pt before and 6pt after; for line spacing, use multiple and 1.08. Word should use this line spacing by default. Make sure you use the option to automatically allow spaces between paragraphs. This should be turned on by default.

Do not indent your paragraphs.

1.1. Sub-headings – Use Heading 2. This uses Arial in 14pt, bold

2. Other Formatting

2.1. Captions

Tables, images, equations, and equivalent must have captions. Captions are Arial, 9pt, italics and should be placed above the figure. Where possible, use built-in functionality. Ex: in Word on Microsoft, right click on the image and select Insert Caption. These also MUST have alt-text. In Word on Microsoft, set this by right clicking then selecting View Alt Text. On Mac, right click on the image, select Format Picture, then Layout and Properties, then Alt Text.

Figure 1: bee holding a pencil



3. Accessibility

Accessibility is important. Make sure you use the headings defined in this template. Also use Word's accessibility checker – you will find it under Review, then Check Accessibility. Most other programs will have an equivalent feature.

Bibliography

You are welcome to use the citation style in which you are most comfortable. Please make sure your bibliography is consistent with that style.¹

¹ This shows footnote formatting – Arial 10pt