Guidelines and Formatting Instructions for Full Papers

1. **Abstract**
    Please submit an abstract of no more than 200 words. The abstract should give a clear idea of the line of reasoning in the paper and the main conclusions made. Abstracts should not include equations, diagrams, footnotes, or parenthetical references, but may include numbers. Abstracts will be published exactly as submitted (without editing) in the conference program book.

2. **Key words**
    Please include a key words list in the correct field of the final paper submission form — give no more than five key words in alphabetical order. Consider standard words or terms that describe your methodology, empirical investigation, and conclusions. If a common abbreviation or synonym is used, please include this in addition to the standard word(s).

3. **Paper format**
    8.5" x 11" page size
    1" margins
    11 point Times Roman
    1.5—spaced
    (bold for vectors and matrices, italics for variables, superscript, subscript).

4. **Length**
    Papers must be in English and should be between 6,000 and 12,000 words, not including diagrams, figures, and tables.

5. **Coversheet**
    Please use the coversheet template to format the two pages of your paper. Please note that papers should contain an abstract and key word list on the second page of the paper.

6. **Tables and figures**
    Collect references, tables and figures, in that order, at the end of the manuscripts. Tables & figures should be numbered consecutively and their position in the text must be indicated.

    Type table column headings with an initial capital only. Use only horizontal lines in tables, with a minimum width of 1 pt. Each table and figure must be followed by a source statement, and must explicitly be referred to in the text. Reproducible originals (camera-ready copy) of line drawings should be submitted. Type captions with an initial capital only. Use automatic references to tables and figures.

7. **Footnotes**
    The use of footnotes should be minimized. If footnotes are necessary, they should be numbered consecutively throughout the paper, not page by page. Footnotes should be explanatory only and not used for citations.

8. **Headings**
   All major words of headings and subheadings should be capitalized, excluding articles and short prepositions. Bullets can be used to highlight lists.

9. **References**
   References should follow American Psychological Association (APA) style, including the parenthetical references (author, date) as well as the reference list. The reference list is titled "References" and should be in alphabetical order by author last name. If there are two articles by the same author, then the author's name is again written in full. This follows the APA style. If there are two or more articles by the same author, then they should be ordered according to year with the most recent ordered first. If there are two articles with the same author and the same year, then they should be ordered alphabetically by title with the first article being 1998a, the second 1998b, and so on.

10. **File format**
    Please upload only PDF documents of no more than 30 MB.

11. **File name**
    Name the file according to the following format:
    FirstAuthorFamilyName_SubmissionID. pdf

12. **File upload**
    Papers should be uploaded to your ConfTool user account using the "Final paper" upload. The upload system will automatically close at 11:59 PM Eastern Standard Time on January 31, 2015.