Template For All Submissions to the Proceedings of the Annual Computers & Writing Conference: Cut & Paste Your Title Here

Author Name, Affiliated Institution

This document provides a template for submissions to the Proceedings of the Annual Computers & Writing Conference. The formatting requirements are described in further detail below. The easiest way to prepare your submission is to use this document, replacing the content with your own and using the built-in Styles in Microsoft Word. Every submission should include a 200-word abstract, following the format used in this template. The abstract should be formatted with an extra 0.5-inch indentation, in 10-pt Calibri, with no extra paragraph space after, just the embedded spacing, justified.

When preparing your submission, you can simply use this template, replacing the content with your own. The template contains special typeface styles (e.g., 'APA-refs', 'Heading 1', 'Heading 2', etc.), which you can use in order to format your own text properly and easily.

Initial Submission and Review

Submissions should be no more than 4000-words long, including references but excluding the abstract. This is to ensure that we can accommodate as many submissions as possible.

Submissions are solicited first through the proposal process used by conference organizers. Presenters are then asked if they are interested in submitting their paper for review to be included in the conference proceedings. Once presenters have expressed interests, the following two steps will take place:

- Editors will reach out to interested presenters with a call to submit to the proceedings, offering an editorial timeline along with guidelines for submission and this style template.
- Reviewers (solicited from conference proposal reviewers) will review submissions

Formatting Guidelines

We encourage you to use the built-in styles for Word in this document template, which match the formatting guidelines listed below.

The submission should be formatted for A4 page size (8.5 * 11 inches) with a 1-inch margin on all sides. Paragraphs should be single-spaced, justified with a 0.25-inch indentation in the first line. No extra space between paragraphs.

The title of the submission should be in Calibri font, 16-point, bold, left-aligned, line spacing 6 point after.

The author and affiliated institution should be in 12-point Calibri, left-aligned, italicized, line spacing 12 point after.

Main body of the text should be in 11-point Calibri, justified, with a 0.25-inch first line indentation.

Each submission has a shortened title of the article that runs throughout the document in the footer, formatted as 10-point Times New Roman, left-aligned. Title of the proceedings, "Proceedings of the Annual Computers & Writing Conference, 2024" runs throughout the document in the header in 10-point Times New Roman, right-aligned, italicized.

First-level headings should be in 16-point Calibri, bold, left-aligned, with 12 point line spacing before and 6 point after.

Second-level headings should be in 14-point Calibri, bold, left-aligned, with 12 point line spacing before and 6 point after.

Second-level Heading: Formatting References

References should be formatted according to *Kairos* adapted APA style (http://kairos.technorhetoric.net/styleguide.html#apa): hanging indent of 0.25 inch, line spacing 3 point after, in 11-point Times New Roman, left-aligned. The references list in this template include examples from Kairos style guide.

Please remove field codes and hidden links from reference management software and citation generators when finalizing references lists.

Figures and images are welcome but should be used sparingly. When used, please be sure to caption according to APA style. Please ensure that images are of good quality and be clearly viewed. Attaching a high-resolution image as a separate file will assist our editors in case an image needs to be adjusted for any reason.

Figure SEQ Figure * ARABIC 1. Use 9-point sentence case for captions

References

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