

CCSC-NW

Consortium for Computing Science in Colleges – Northwest Region

Guidelines for Preparing Papers

All CCSC authors must follow the Manuscript Formatting guidelines available at http://www.ccsc.org/publications/documents/Manuscript_Formatting.pdf when submitting a paper for review. This document outlines formatting requirements and includes sample references and a paper outline. Following these guidelines up front will streamline the editing process and minimize re-formatting of an accepted paper. Every attempt will be made to include all accepted manuscripts in the Conference Proceedings. However, failure to adhere to these guidelines may result in the manuscript not being published.

Comments & Clarifications Related to Manuscript Formatting

Sometimes questions have arisen as to the exact meaning of some of the stated formatting guidelines. The following should serve to answer these questions.

- The Length guideline states that length is “not to exceed six (6) single spaced pages including tables, figures, and a list of references or bibliography.” Note that this 6-page limit *also includes space for the Title and Author Information* which will appear in the final version. Authors are encouraged to plan space for title and author information when submitting a paper for review in order to avoid having to cut text in order to add title and author information before publication.
- Manuscripts must be submitted in **Microsoft Word** using *all default specifications*. These defaults include:
 - Font: Times Roman 12 Pt.
 - Margins: Left and Right - 1.25 inches, Top and Bottom – 1.0 inches.
 - Tabs: Left alignment, 0.5 inches.
 - Paragraphs: Indent the first line of each paragraph one tab stop (0.5 inches). Single space between paragraphs.
- *Do not* use automatic enumeration provided by the word processor.
- *Do not* use Widow/Orphan control (even though this IS the default under Format Paragraphs / Line and Page Breaks).
- *Do not* number the pages of your text, nor use automatic pagination
- *Do not* use header, footer or end notes “features”.
- Embedded figures and graphics are sometimes a problem to convert with the document. Please *do* prepare your document with the figures and graphics in it as you wish it to look. Keep in mind that your figures, diagrams, and photos will be reduced in size to **approximately 70%** of their original size in the published journal. All figures or graphics must respect the margin settings.

Be sure to run spelling and grammar checkers prior to submitting the final copy!

Additional questions should be directed to the Papers Chair.