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*Section Heads:* Section heads should appear in 10 pt. Helvetica or Arial bold with 6 to 12 points of additional space above. Sections heads should remain with at least 2 lines of body text immediately following them when they appear at the bottom of a column or page.

*Sub-Section Heads:* Sub-section heads should appear in 10 pt. Times or Times New Roman Italic and as paragraph lead-ins, with 6 pts of additional space above or before. See this paragraph as an example.

*Body Text:* The body text of your submission should be 10 pt. Times or Times New Roman, single spaced with an additional 4 to 6 points of space after each paragraph. Do not indent paragraphs, and be sure the body text is justified (except for bulleted or numbered lists, as described on the next section and shown on the following page).

*Bulleted and Numbered Lists:* All bulleted and numbered lists should not have any additional indent and the text should indent hang. See the samples on the following page for more information.

*Table and Figure Captions:* Figure captions should appear centered under the corresponding figure and set in 9 pt. Helvetica or Arial Bold. Table captions should appear centered above the corresponding table, and be set in 9 pt. Helvetica or Arial Bold. The figures or table should appear as close to where they are cited as is possible.

*Wide Tables and Figures:* Wide tables and figures should be placed at the top or bottom of the page on which they are mentioned, not within the middle of a page with text both above and below

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**Figure 1.** Sample of a Figure Caption. Tag number should be 9 pt. Helvetica or Arial Bold; body should not be bold



**Figure 2.** Wide Figure Caption. Should appear in 9 pt. Helvetica or Arial and centered under figure

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**Table 1.** Sample of a table caption. Number should appear in 9 pt. Helvetica or Arial Bold; body not bold

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**Even More Samples**

As an example, use this setup for a numbered list:

1. See below for the examples for a bulleted list
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As an example, use this setup for a bulleted list:

* Screening evaluation
* Computation evaluation

**Acknowledgements**

Authors, please be sure to include any acknowledgements of funding or grants received, as may be required by the benefactor to have your research published. The authors wish to thank Mary X. Jones for her assistance in creating this document –OR– Author A.C. Browns would like to acknowledge the funding received from NSF or NIWSA (grant no. 123456).

**References**

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2. Hofelich, T. C., D. J. Frurip, and J. B. Powers, “The Determination of Compatibility,” Process Safety Progress, vol. 13, no. 4, pp. 227-233, 1994.
3. Tolles, L., W. J. Efinger, and M. S. Sheridan, “Instructions for Submission to ADEAC2004 Sponsored Conference Proceedings,” Proceedings of the Sample ADEAC 2004 Templates, Alpha, NJ, Jan. 6, 2004, p. 2004, [www.sheridanprinting.com/pcm/adeac.htm](http://www.sheridanprinting.com/pcm/adeac.htm)
4. Nadell, R., and M. Goldfarb, “Formatting Guidelines,” Palisades Convention Management, Vol. 1, pp1-3.

**Kindly balance the columns on the last page as best as possible.**

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