

# Paper Submission Guidelines

Building Technology Educator's Society 2025 National Conference

June 2-5, 2025

<https://tboake.com/BTES2025.html>

## **PAPERS ARE DUE January 20, 2025**

All final paper submissions must be formatted as MS Word files (.docx and PDF) and submitted through the Submission Portal. <https://www.conftool.net/btes2025/>

Papers must not exceed ten (10) pages. (approx. 4,500 words) We have decided to increase the limit from the usual 8 pages as this is a digital only publication and this should allow people to more generously include images. Please check your PDF to ensure that the formatting is to your liking. These will be used in the online publication.

Please use the following guidelines when formatting your paper. If you are uncertain how to format your paper, use the sample paper in this folder (it has been formatted to the proper specifications).

### **Paper Size and Margins:**

1. Submit the paper in 8 ½ x 11 U.S. Letter size format.
2. Set the multiple pages to mirror margins.
3. Use the following specifications to set the margins. Papers will always begin on the right side (recto) page and will be double-sided.

Top: 1.25"

Bottom: 1"

Inside: 1"

Outside: 0.75"

Gutter: 0"

Header: 0.5"

Footer 0.5"

### **Title, Author, Institution:**

1. Title, Author, Institution Font: Arial
2. Title Font Size: 16pt - Bold
3. Title Line Spacing: Multiple Space at 1.5 with 12pt space above the title, 6pt space below the title
4. Title: Capitalize title except for articles and prepositions under 5 characters long, unless they begin the title.
5. Author, Institution Font Size: 10pt
6. Author Line Spacing: Multiple Space at 1.5 with 0pt space above author and 0pt space below author
7. Institution Line Spacing: Multiple Space at 1.5 with 0pt space above institution and 0pt space below institution

8. If multiple authors are from different institutions list respectively on appropriate line.  
e.g. FirstName1 LastName1, FirstName2 LastName2, Institution1, Institution2

**Header Running Title:**

The main title (or an abbreviated title) of your paper should appear in the odd pages of the header.

1. Font: Arial, bold, all caps
2. Font Size: 7pt
3. Bottom Border
4. Do not number pages.

**Body Text (paragraph):**

1. Font: Arial
2. Font Size: 9pt
3. Line Spacing: Multiple at 1.5, fully justified, 12pt space below each paragraph. Do not indent the first line of each new paragraph.
4. Columns: 2 columns, 3.13" in width, 0.5" space between columns.

**Figures/Images:**

1. All figures should be cited in the text. No more than 8 images.
2. All images should be 150 dpi and JPEG format.
3. All images must be placed in the text. Preferred placement is in within column width.
4. Figures and captions should be inserted in line with the body text. See captions in sample format below.
5. 1-Column Spacing: 3" width, placed within the column. 6pt space below the image.
6. 2-Column Spacing: 6 ½" width. If an image cannot be resized, place a section break (continuous) before and after the image and center the image across both columns.

**Captions:**

1. Font: Arial - Italic
2. Font Size: 8pt
3. Spacing: 12pt space below caption text.

**First Level Heading (style name: Heading 1):**

1. Font: Arial, bold
2. Font Size: 9pt
3. Spacing: 6pt space below heading, justified

**Second Level Heading (style name: Heading 2):**

1. Font: Arial, italicized
2. Font Size: 9pt
3. Spacing: 12pt space below heading, Left aligned

**Footnotes:**

All footnotes should be entered as endnotes. Use *The Chicago Manual of Style* when formatting.

1. Font: Arial

2. Font Size: 8pt

3. Spacing: Multiple at 1.5, 8pt below each endnote, Left aligned.