**Sign Research Foundation 2017 Research Proposal   
Style Guidelines**

Proposals should be 2000-5000 words, excluding abstracts and references. Submissions must be in English and submitted to [research@signresearch.org](mailto:research@signresearch.org), and should include all the Submission Requirements.

Citations, quotations, and references must follow conference style guidelines, which are based on [APA Style Conventions](http://apastyle.org/learn/tutorials/basics-tutorial.aspx).

Papers must be submitted in .pdf format which can be generated from a Word file using the layout and style conventions in the SRF 2017 style guidelines template on the following page. Attention should be paid to heading styles and high quality images.

Please follow the template on the next page to format your paper consistent with APA Style Conventions.

Questions can be sent to research@signresearch.org

**SRF 2017 Style Guidelines**

**Paper Title (Title Style Arial 20)**

# Abstract

The abstract should be 250 words outlining the content and outcome of the research. (Times New Roman Normal Style 12)

*Keywords: list up to 6 keywords associated with the paper. (Times New Roman Italic 10)*

Please include the introduction of the paper here with no heading and one paragraph space after Keywords. In order to maintain consistency, we would like to ask the authors to follow these simple guidelines.

# Heading 1 Style

Body text should be Times New Roman 12-point font double-spaced. Insert page numbers in right footer of paper. In the body of the text address **Literature Review**, **Research Methods**, **Discussion** and **Conclusion**. Use Heading 1 Style to begin each of these sections. Follow [this link](https://support.office.com/en-us/article/Style-basics-in-Word-d382f84d-5c38-4444-98a5-9cbb6ede1ba4#bm3) for Word Style information.

Sub-heading (Heading 2 Style)

In general, only two levels of heading should be used.

# Diagrams, Charts, and Images

Images, diagrams, and charts should be labeled as Figures and placed within the text. Do not wrap text around figures. Pay attention to size and resolution of any images that you use. These should be should be:

* Horizontally centered on the page
* An appropriate size and resolution
* Placed as close as possible to the relevant text
* Referred to in the text as a figure (e.g. Figure 1)
* Captions should be centered below the image and reference the figure number (e.g.

Figure 1: Student interacting with a new design platform (Times New Roman 10))

# Tables

Tables should be labeled as Table 1, Table 2, etc. Captions should be centered above the table. Do not wrap text around tables.

# References

References throughout the paper should use [APA style conventions](http://apastyle.org/learn/tutorials/basics-tutorial.aspx). Only works directly referenced in the text should be listed in the reference section.