



Guidelines to Format and Upload Final Version of Accepted Paper Land and Poverty Conference 2018

- 1. To upload the final version of your accepted paper for the 2018 Land and Poverty Conference, please log into your <u>Conftool</u> user account.
- 2. Please check that your paper adheres to the <u>formatting instructions</u> at the end of the guidelines. Please review this document as you prepare your final submission.
- 3. Please upload your paper in Conftool before **11:59 PM on February 15, 2018 (Eastern Standard Time).** Please note that inclusion of accepted papers in the final conference program is conditional <u>on timely conference registration and uploading of full paper.</u>
- 4. To upload your full paper, please follow the steps below.

Step 1: Before uploading your paper, please make sure your profile and biography is complete and accurate in Conftool. Please note your bio (no more than 150 words) will be published exactly as submitted (without editing) on the conference mobile app.

To double check your profile, please click "Edit User Account Details" from the overview page to finalize your personal information.

Step 2: Please return to the overview page and select "Your Submissions". You should see the details of your submitted contribution.

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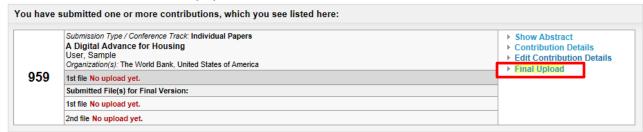


Step 3: Please click "Final Upload" to the right of your submission.

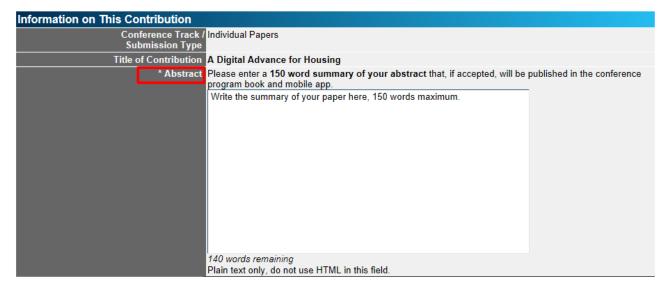
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Step 4: Please update and finalize the 150 word abstract of your paper, which will be published exactly as submitted (without editing) in the conference program book and on the mobile app.



Step 5: At the bottom of the page under the "1st file" section, please click "Choose File" and submit your paper. Please upload **PDF files** only. You can upload a PowerPoint of your presentation under the "2nd file" section closer to the conference.

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Guidelines and Formatting Instructions for Full Papers

1. Coversheet

Please use the coversheet template at the end of the guidelines to format the first two pages of your paper. Please note that the paper should contain an abstract and list maximum five key words on the second page. (Please click here to download the Word version of the coversheet template.)

2. Abstract

Please prepare an abstract of no more than 150 words. The abstract should give a clear idea of the line of reasoning in the paper and the main conclusions. Abstracts should not include equations, diagrams, footnotes, or parenthetical references, but may include numbers.

3. Key words

Please list maximum five key words in alphabetical order. Consider standard words or terms that describe your methodology and conclusions.

4. Paper format

8.5" x 11"-page size

1" margins

11 point Times Roman

1.5 spaced

(bold for vectors and matrices, italics for variables, superscript, subscript).

5. Length and Language

Papers must be in <u>English</u> and should not exceed 12,000 words, not including diagrams, figures, and tables.

6. **Tables and figures**

List references, tables and figures, in this order, at the end of the manuscript. Tables & figures should be numbered consecutively and their position in the text must be indicated. Type table column headings with an initial capital only. Use only horizontal lines in tables, with a minimum width of 1 pt. Each table and figure must be followed by a source statement, and must explicitly be referred to in the text. Reproducible originals (cameraready copy) of line drawings should be submitted. Type captions with an initial capital only. Use automatic references to tables and figures.

7. Footnotes

Use of footnotes should be minimized and numbered consecutively throughout the paper (not page by page). Footnotes should be explanatory only and not used for citations.

8. **Headings**

All major words of headings and subheadings should be capitalized, excluding articles and short prepositions. Bullets can be used to highlight lists.

9. **References**

The reference list should be titled "References" and in alphabetical order by author last name. References should follow American Psychological Association (APA) style, including the parenthetical references (author, date) as well as the reference list. If there are two



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articles by the same author, then the author's name is again written in full. This follows the APA style. If there are two or more articles by the same author, then they should be ordered according to year with the most recent ordered first. If there are two articles with the same author and the same year, then they should be ordered alphabetically by title with the first article being 1998a, the second 1998b, and so on.

10. File format

Please upload only **PDF files** of no more than 50 MB.

11. File name

Name the file according to the following format:

FirstAuthorFamilyName_SubmissionID.pdf





TITLE OF THE PAPER

FIRST NAME 1 FAMILY NAME 1, FIRST NAME 2 FAMILY NAME 2, etc...

Department, University, Country Presenting author@example.com

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Abstract

Key Words: