The following are the formatting requirements for the electronic submission of final CSD 900 manuscripts. All manuscripts will be uploaded onto the Education and Research Archive (ERA).

**Length:** Each manuscript shall be between 20-30 double-spaced pages, including figures, tables, references and appendices.

**Font Size and Type:** Calibri font, 12 pt

**Page Margins:** 1 inch margins for all four sides

**Headers/footers:** Headers should include the short title version, centred. Calibri font, 12 pt. Footers should include the last names of the project holders (left justified), and the page numbers ( __of__ ) right justified. Calibri font, 10 pt.

**Title Page:** The title page will be centered vertically and horizontally and double-spaced in four parts with an extra space between parts:

- Part 1: Full title
- Part 2: Student author names (first name followed by last name)
- Part 3: Supervisor: (first name followed by last name); Reader: (first name followed by last name)
- Part 4: Short version of title, restricted to 50 characters

Example:

The Effects of Ambient Noise and Physical Exertion on User-Preferred Listening Levels While Using a Personal MP3 Player

Student 1 name, Student 2 name, Student 3 name

Supervisor: Reader:

Noise and exercise effects on MP3-player levels

**Abstract:** The abstract should be no more than 250 words and no more than one page double spaced.
**Body of Document:** Text should be double spaced and left justified. The first line of each new paragraph should be indented. Use whichever headings and subheadings are most appropriate for your study. The formatting of the headings should be as follows:

- **LEVEL ONE HEADING** (bold and all caps – left justified)
- **Level Two Heading** (bold and italicized – left justified)
- **Level Three Heading.** (bold and italicized, indented, followed by period). Note that with the Level Three heading, the text starts on same line.

Provide an extra line before each new Level One heading.

**Figures/tables:** No maximum is placed on the number of tables and figures within a manuscript. Place figures and tables in the body of the document where appropriate.

Tables can be created in the program of choice.

Figures may be created in any program. Please ensure that font size is sufficient enough for easy legibility.

Questions about formatting should be directed to Noriko Hessmann.