

TYPING INSTRUCTIONS AND TEMPLATE FOR SYMPOSIUM PROCEEDINGS

First Author's Name
First Author's Organization
First Author's Place (City/State or City/Country)

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This document provides formatting instructions and serves as a template for ISAP Proceeding papers. The title of your paper should be in all caps and centered at the top of the page. Type the abstract underneath the author info, as a single paragraph in block format. Indent both margins by .5 in or 1.3 cm and left-justify the text. Do not exceed 150 words. The page limit for the whole paper is 6 pages, including references, tables, and figures. Please use a Times New Roman typeface with font size 12 for the text. A sans serif typeface may be used in figures. Please submit the paper in a pdf form through the conference site portal by May 5, 2025. Any papers not following formatting guidelines or not received by May 5 will not be included in the Proceedings. If you have any questions, please contact jason.mccarley@oregonstate.edu.

Neither the Abstract nor the Introduction should have a heading. The paper should fit on a 8 1/2 x 11 in page. Leave uniform margins of 1 in (2.54 cm) at the top, bottom, left, and right of every page. Keep text single-spaced within paragraphs, but add a blank line between paragraphs and between paragraphs and headings. Left-justify the text, and indent the first line of each paragraph.

You can use this document as a template for your paper. Sticking to the format diligently and consistently will help give the archive of our work a professional look. Students should have their advisor or a senior colleague review their papers before submitting. Please take care to proofread your paper before submitting because all papers will be published as is.

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Detailed Instructions (Level 1 Heading)

We will follow APA Style (7th edition) for levels of heading, citation style, and reference style. You can find a nice overview of APA 7th formatting requirements [here](#).

Levels of Heading (Level 2 Heading)

The five levels of headings are: Level 1 – **Centered, Boldface, Title Case Heading**; Level 2 – **Flush Left, Boldface, Title Case Heading**; Level 3 – *Flush Left, Boldface Italic, Title Case Heading*; Level 4 – **Indented, Boldface, Title Case Heading Ending With a**

Period; Level 5 – *Indented, Boldface Italic, Title Case Heading Ending With a Period.* For a paper that only has one level of heading, use Level 1; for a paper with two levels of heading, use Levels 1 and 2; if three levels are needed, use Levels 1, 2, and 3; and so forth.

Tables and Figures (Level 2 Heading)

Table and Table Title (Level 3 Heading). Number all tables with Arabic numerals in the order in which they are first mentioned in text. In the text, refer to tables by their number (e.g., “as shown in Table 1”). Place the label (e.g., “Table 1”) above the table, flush left, in bold font. Underneath the label, type the title as a sentence in italicized title case. Include a blank line between the label and the title. If you wish to attach an explanatory note, place it directly underneath the table, left-justified. Begin it with the italicized word “Note” followed by a period, then type the note as one or more full sentences in standard case and font. Insert tables where they are first mentioned in the text, and not at the end of the paper.

Table 1

Previous Locations of the International Symposium of Aviation Psychology.

Year	Location
2001	Columbus, Ohio
2003	Dayton, Ohio
2005	Oklahoma City, Oklahoma
2007	Dayton, Ohio
2009	Dayton, Ohio
2011	Dayton, Ohio
2013	Dayton, Ohio

Note. Table note goes to the bottom of the table. Only the word "Note" is italicized.

Figure and Figure Caption (Level 3 Heading). Number all figures with Arabic numerals in the order in which they are first mentioned in the text. In the text, refer to figures by their number. Titles and notes for figures should be formatted similar to those for tables. Specifically, place the label (e.g., “Figure 1”) above the figure, flush left, in bold font. Underneath the label, type the figure title as a sentence in italicized title case. Include a blank line between the label and the title. If you wish to attach an explanatory note, place it directly underneath the figure, left-justified. Begin it with the italicized word “Note” followed by a period, then type the note as one or more full sentences in standard case and font. Insert figures where they are first mentioned in the text, and not at the end of the paper.

Citations and References (Level 2 Heading)

Cite references in the text with an author-date citation style (e.g., Roscoe (1968) found...), then provide a full list of cited references at the end of the document. Label the reference list

with a level 1 heading, “References”. List references alphabetically by first author. Use a hanging indent format with the first line of each reference set flush left and subsequent lines indented. Cite journals in full using APA 7 style. Include the digital object identifier (DOI) in the reference list if one is assigned. For articles retrieved online, include the homepage URL. Please take the time to furnish complete references to help the readers to locate the original work.

Author Notes (Level 1 Heading)

Include your author note after the main body of your text and before the references. Use the author note to identify grants or other financial support for the study, acknowledge anyone who assisted in conducting the study or preparing the paper, disclose any special circumstances around the paper (e.g., its being based on an earlier study or a thesis), and note any potential or perceived conflicts of interest. Also include any required disclaimers here, such as stating that the views of the authors do not necessarily reflect the views of the employers or granting organization.

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