**ABSEL Proceedings Guidelines**

**Author**

**Affiliation**

**Email**

**Abstract**

Basic formatting guidelines for publication. Less is more in this case. Please do not add specialized formatting, as our goal is a consistent, standardized publication that looks professional and allows easy readability.

**Main Document Formatting Guidelines**

Keeping things simple, body formatting is Times New Roman, size 10 font, left alignment (should be standard settings). Size 12 is acceptable (but not necessary) for titles and headings. We are looking for minimal formatting at this point: single-space typed, one blank line between paragraphs (2 returns).

Margins are best at the standard word processing settings. Indented paragraphs are ok if they occur automatically when you press return, but DON’T create them pressing the tab button. If you add them in by using the tab key, the editor will have to manually go in and take them all out again! If you press return at the end of a sentence and it starts another line without indentation, that is also acceptable. They will be changed by the format print editor to the standardized publication format.

**Titles and headings**

Titles, author info, and main headings should be centered and bold. Subheadings should be left align, bold, and paragraphs should be left align.

**Bullets, outlines and Lists**

Use bullets and lists as typical, please use standard (automatic) formatting. We will maintain numbering, symbols, and/or lettering to the best of our ability.

**References and Citations**

Citations and references should use APA (7th ed.) format. Example of an in-paragraph citation using the reference examples below: (American Psychological Association, 2020; Gentry et al, 2002; Seas & Brizee, n.d.).

References should use standard body paragraph formatting. Hanging indent is acceptable, but not necessary. Only one return (no blank lines) between references. Italicize per APA standard.

***Examples:***

American Psychological Association. (2020). *The publication manual of the American Psychological Association* (7th ed.).

Gentry, J. W., Burns, A. C., Dickinson, J. R., Putrevu, S.,Chun, S., Hongyan, Y., Williams, L., Bare, T., Gentry, R. A. (2002). Managing the curiosity gap does matter: What do we need to do about it? In J.A. Smith (Ed.), *Developments in business simulation and experiential learning*, 29 (Vol. 29, pp. 68-73). Association for Business Simulation and Experiential Learning.

Seas, K., & Brizee, A. (n.d.). *APA style introduction*. Purdue Online Writing Lab. Retrieved July 23, 2020 from https://owl.purdue.edu/owl/research\_and\_citation/apa\_style/apa\_style\_introduction.html

**Special Formatting**

**Images and Tables**

Place Images and Tables at the end of the document following all ancillary material and appendices. Leave a place marker as follows in the relative location in the paper for the image or table:

\*\*\*\*\*\*\*\*\*\*\*\*\*TABLE 1 Here\*\*\*\*\*\*\*\*\*\*\*

**Formulas and Equations**

Please treat these as you would an image/table, listing at the end of document with a placeholder line within the main document.

**Headers, Footers and Page Numbers**

Do NOT include headers, footers, or page numbers. The Formatting/Proceedings Editor will apply correct publication specific information. It is simpler if you do not add any information as the editor will then need to strip this formatting from your document before applying the Publication Headers and Footers.