

## **INFORMATION ON PREPARING YOUR MANUSCRIPT FOR THE CWPA**

### **General information**

Use Times Roman 12 point type for your manuscript.

Use single spaced lines on the manuscript

Justify the typing (i.e. left and right justify – line up)

The page margins must be 3 cm on the left and right

The top and bottom margins must be 3 cm

Header and footer should be 1.25 cm from the edge, header width 1.5 cm

Pages should be unnumbered.

References should be cited in the text using the form (Chetwynd and Hollick, 1993) or (Chetwynd et al., 1993) where more than three authors.

### **Tables and Figures**

Please make sure the quality of figures, especially images is clear

Captions on figures and tables should be clear and sufficiently descriptive

Papers should be e-mailed to [info@cwpa.ca](mailto:info@cwpa.ca) titled as “conference paper”.

The manuscript must be compatible with Microsoft Word .

**Format**

**Opening page**

Title:

**ALL CAPITALS AND CENTERED AND BOLD**

ONE line space, then

Authors:

**Fred Bloggs and Andrew Other** (Centered and bold)

**Make Work Company Ltd., 1234 Blank St., Vancouver, B.C. V6T 3W6** (Centered)

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**Summary**

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**1. Introduction**

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**2. Methodology**

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**3. Results and Discussion**

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**4. Conclusions**

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**5. Literature**

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