To: Conference Speakers
From: Teresa Kelly, Meetings Manager
Re: Instructions for Proceedings of the Annual Conference

For over 25 years, ATA has published a *Proceedings of the Annual Conference*. The *Proceedings* is the official record of the Annual Conference. Publishing a paper is optional; however, we strongly encourage you to submit one.

Please use the enclosed guidelines to prepare your paper and email it to conference@atanet.org.

**The deadline for submitting your paper is August 16, 2010.**

If you have any questions regarding your paper, please contact me at teresak@atanet.org or +1-703-683-6100, ext. 3014.

Thank you. See you in Denver.

Attachments:
1. Publication Agreement
2. *Proceedings* Guidelines
Publication Agreement for the  
*Proceedings of the ATA 51st Annual Conference*

Please complete this form and return it to ATA by **August 16, 2010**. You may fax this form to +1-703-683-6122 or mail it to ATA, 225 Reinekers Lane, Suite 590, Alexandria, VA 22314.

**Note:** Please complete a separate form for each manuscript submitted.

The undersigned author has submitted a manuscript entitled:

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**SAMPLE PAPER**

<table>
<thead>
<tr>
<th>TITLE OF YOUR PAPER IN ALL CAPS AND BOLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Name in Bold</td>
</tr>
<tr>
<td><em>Your Organization or Affiliation in Bold and Italic</em></td>
</tr>
</tbody>
</table>

Abstract: Include your abstract here, up to 250 words. Skip three lines before starting the text of your paper.

1. **GETTING STARTED**

Papers must be created using Microsoft Word or Corel WordPerfect. When naming your file, use your "Last Name" and "Session Code" (for example "Stejskal_ATA-1"). Your paper must be 8.5 inches x 11 inches, with 1-inch margins. Use 12-point Times font, single-spaced lines, and fully justified alignment. Double space between paragraphs but do not indent paragraphs. **Papers are limited to 30 pages.**

2. **HEADINGS—FIRST LEVEL**

First-level headings should be numbered (using Arabic numbers), in all caps, bold, and with the first word of the heading tabbed 1/2 inch from the left margin.

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Second-level headings should be numbered (using decimal subdivisions), in initial caps, bold, and with the first word of the heading tabbed 1/2 inch from the left margin.

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Third-level headings are not numbered. The heading is bold with the first word capitalized and the first word of the heading tabbed 1/2 inch from the left margin.

3. **TABLES AND ILLUSTRATIONS**

3.1 **Tables**

Tables can be set within the text or after the text, but may not exceed the document margins. Captions should be centered beneath each table in initial caps and numbered consecutively.

3.2 **Illustrations**

Illustrations can be set in spaces left by the author, or after the text. On the back of each illustration, write its title, number, and author's name in pencil. Provide a list of captions for the illustrations, numbered consecutively. Photographs must be high contrast, glossy, quality prints. Line drawings must be in black ink. Illustrations may not exceed the document margins.

4. **REFERENCES**

References should be numbered and noted in the text at the end of the appropriate sentence e.g., (Ref. 1). Full bibliographic citations should be listed at the end of the paper, with double spacing between them. Italicize journal titles and book titles. (See sample below.)