Formatting Specifications

Your paper should be no more than approximately **4000 words** (roughly 10 pages). It should be sent as an MSWord document no later than *January 31, 2020.*

Papers should be prepared as follows:

MSWord 2007 or later

1 inch margins

Times New Roman, 12 pt., black font

Double-spaced

Left-justified text

APA Style

Do not indent the first line of your paragraphs -- leave one extra line space between paragraphs.

Use APA bibliography style for the references section

On the first page of your document:

- Center the title in a 14pt, Times New Roman font at the top of the page
- On the following line put your name and the initials of the highest degree you currently hold (only "B.A., B.S, M.A., M.S. etc. – do not put the field)
- Put a comma after your name and then put your major

Guidelines

There will be two tracks: one for faculty/staff and one for students.

First author listed will determine the track.

Monetary awards will be given for 1st, 2nd and 3rd place papers in each track.

Monetary awards will be divided equally among multiple authors.

Monetary awards for students will be distributed through Student Business Services (SBS). Awards will go towards any outstanding balances. If there is no outstanding balance the funds will be deposited through the account set up with SBS. All applicable taxes will be deducted from original award amount.

Monetary awards for faculty/staff will be disbursed as a travel award.

Only one entry per person will be accepted.

Submissions

Two copies will be required. The second copy must have all authorship information removed for blind review purposes.

Papers (and abstracts) should be sent in electronically to lora.lopez@ttu.edu – please put "TTU Ethics Symposium" in the subject line.