**Short Descriptive Title of the Paper: Longer Subtitle Including Keywords to Enhance Author Interest**

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An Abstract of up to 100 words, written in the third person, that summarizes the essential points of the manuscript must be included. Do not include numbered notes or references in the abstract.

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Body text—where you include the text of your paper. Note that only one space follows an end punctuation mark and there aren’t spaces before or after en or em dashes.

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This is an inline reference to Figure 1. Place the figure and caption directly after the paragraph in which it is referenced.



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This is an inline reference to Table 1. The body of the table should follow the References and Notes section.

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This section is ONLY to be included in the event that your paper is accepted for publication. It is included in the maximum word count.

**References and Notes** (References and notes should be integrated into one list appended to the body of the paper, at the end of the paper body text, and before the Tables and Charts section.)

1. Author, *Title of Book* (place of publication: publisher, date) page numbers. (Include name of editor or translator, edition, date of original publication and any other pertinent information. Include page numbers of quotes.)

2. L. Artel, *Visual or Plastic Arts* (London: John Doe Press, 2002) p. 5.

3. Author, “Title of Article,” *Name of Periodical* Volume Number, Issue Number, pages (date). (Include both volume and issue numbers. If there isn’t an issue number, insert the date after the volume number. Include page numbers of quotes.)

4. L. Artel, “Art and Technology,” *Leonardo* 39, No. 1, 435–441 (2005).

5. L. Artel, “Art and Technology,” *Leonardo* 39 (2005) 435–441. (no issue number)

6. This is a note that is cited in the text.

**Bibliography** (where appropriate; may be supplemental material)

**Glossary** (where appropriate; may be supplemental material)

* term: Term’s definition. Note the term is lowercase unless it is a proper noun.
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**Tables and Charts**

|  |  |  |
| --- | --- | --- |
| **Column 1 head** | **Column 2 head** | **Column 3 head** |
| Row 1 text | Row 1 text | Row 1 text |
| Row 2 text | Row 2 text | Row 2 text |

**Table 1.** This is the table legend. This table or chart describes something in your paper. The caption includes descriptive text to help the reader understand the table or chart. INSERT EACH TABLE AND LEGEND in a sequentially ordered list at the end of the paper, after the bibliography.