

## CONFERENCE PAPERS

### What's unique about conference papers?

Conference papers can be an effective way to try out new ideas, introduce your work to colleagues, and hone your research questions. Presenting at a conference is an excellent opportunity to gain valuable feedback from a community of scholars and to increase your professional stature in your field.

A conference paper is often both a written document and an oral presentation. You may be asked to submit a copy of your paper to a commentator before you present at the conference. Thus, your paper should follow the conventions for academic papers and oral presentations.

Presentations can be a combination of these styles.

- A visual presentation, including software such as PowerPoint or Prezi
- A paper that you read aloud
- A roundtable discussion

Presentations are usually 15-20 minutes. A general rule of thumb is that one double-spaced page takes 2-2.5 minutes to read out loud. Thus an 8-10 page, double-spaced paper is often a good fit for a 15-20 minute presentation. Adhere to the time limit. Make sure that your written paper conforms to the presentation constraints.

### Paper Structure

- Purpose/Objectives
- Methodology/Approach
- Findings/Results
- Conclusion/Implications/Recommendations
- Acknowledgements (when appropriate)
- References
- Appendices (when appropriate)

### Formatting & Paper Length Limit

Paper length	Full paper: within 12 pages, including references, tables/charts, and keywords
Abstract length	200-250 words
Keywords	3-5 words
Font	12-point Times New Roman
Paragraph	Single-spaced
Margin	Normal (Top: 2.54cm, Bottom: 2.54cm; Left: 3.18cm, Right: 3.18cm)
Page numbers	Bottom-centered
Layout	One-column Portrait
Format	MS Word-compatible file