# 12th International Indigenous Librarians’ Forum Proceedings Submission Guidelines for Full Paper Submissions

Please format your IILF Hawaiʻi Proceedings **Full Paper** according to the following style checklist and paper template.

# Style checklist

* Chicago Manual of Style ­­17th edition –<https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html>
* 12-point Times New Roman font for body text
* All body text left justified and double spaced
* Indent new paragraphs.
* Set page size to Letter (8.5” x 11”).
* Margins: Microsoft Word ‘Normal’ (1”).
* Main headings, subheadings, and sub-subheadings should be formatted as in the example below. No more than three levels of headings should be included.
* All figures, images, and tables must be inserted in a .jpg or .png image (or table) format, within the page margins. Center figures, images, and tables. Number and caption below the figure and table (Figure 1: Caption), center-aligned. Be sure to also upload all images and figures as separate files when submitting this paper.
* Do not use any page headers, footers, or page numbers. Footnotes are acceptable for explanatory notes.
* Use only portrait layout. Do not include any pages in landscape layout.

***Title of Paper [Size 14, bold, italicized]***

Author 1, Name of Affiliation(s), Email

Author 2, Name of Affiliation(s), Email [if applicable – add as many co-authors as needed]

# **Abstract** [Maximum of 250 Words]

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# Introduction [H1: Arial, size 16, bold]

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Figure 1: This is a graph.

## *Subpoint 1* [H2: Arial, size 14, italicized]

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### SUB-SUBPIONT 1 [H3: Arial, size 12, bold, all caps]

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# Conclusion

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