

A proposal is due no later than (NLT) close of business (COB) on the Friday of the third (3rd) week of the semester. The proposal shall be submitted as a MS Word document and describe your project in 250 words or less. The proposal is worth 20% of the graduate project grade.

## **Title: Format for the IT4GIS Graduate Student Paper**

Last name, First name

Begin your paper by outlining and describing the problem, issue, or topic that you are writing about and why it is important or of interest in the field of Geographic Information Science. Do not write conversationally but rather follow good scientific/technical writing skills. When you cite previous work to support your work use the following format (Weber, 2000) or (Weber, 2000; Ames 2001). Do not use numeric citations (e.g., 1, 2, and 3).

Your sentences should be left justified, with 1.5 spacing applied to the paragraphs using Times New Roman 11 pt font, 0 leading, 0 trailing, and 1" margins all-around.

Paragraphs should not be indented but separated by a single hard return.

### **SECTION HEADING: LEVEL 1**

You may wish to use section headings to improve the read-ability of your paper. However do not use more than two levels of headings. For example, you may use FAULT TOLERANCE OPTIONS as a level one heading, and within it you may also use *RAID 0*, *RAID 1*, *RAID 5*, and *RAID 10* as level two section headings. Only three headings are required, INTRODUCTION, CONCLUSIONS and LITERATURE CITED. Your paper should not contain an abstract.

#### *Example of a Section Heading: Level 2*

Your paper must have page numbers centered across the bottom of the page. Page numbers shall begin with 1 and all pages shall be numbered. You may use figures or tables if they are required to communicate the message of your paper. Figures and tables will be captioned in bold, 10 point font and should appear as soon after the first reference to the figure or table as possible. Figures are captioned at the bottom and tables are captioned at the top. Do not place a title on the figure or table in addition to the

caption. Figures and tables should appear at the end of the document (after the LITERATURE CITED section) and should not be integrated into the main body of text.

A LITERATURE CITED section is expected and shall be treated as a level 1 section heading. Your paper should be about 5 pages in length, excluding figures, tables, and the literature cited section. As a good rule of thumb your paper is expected to contain approximately 1800 words. The deadline to submit your paper, in Microsoft Word document format is 5:00pm mountain time (MT) on Friday of “dead week”. Late submissions will not be accepted.