

Financial Education Association

Proceedings Guidelines for Annual Meeting Materials

FEA will publish as PDFs abstracts, completed papers or slide decks in our “Conference Proceedings” on the FEA Web site after the conference. The intent is to make our outstanding content available to as many people as possible for as long as possible, so please keep this in mind when you are preparing your document – is it complete? Also keep in mind that the FEA proceedings document will never be indexed by any of the major indexing services, and our proceedings are completely separate from *Journal of Financial Education* and *Advances in Financial Education*. Additionally, our proceedings are not double-blind peer reviewed.

Requirements

1. There is no limitation on length. Please include everything necessary for a reader, to include slides if appropriate.
2. Only Microsoft Word documents will be accepted. Other formats will be ignored.
3. “Justified” alignment should be used for each paragraph when possible (see above).
4. There should be no indentation for paragraphs, and instead insert a single space.
5. Turn off all other paragraph formatting such as indentations (to “0”) and spacing (single, with “0” before and after the paragraph).
6. Fonts: 12-point Times New Roman for regular text, 12-point bold for title heading, centered, and 12-point bold for lesser headings, left-aligned at the paragraph (see below)
7. Margins: 1 inch on each side
8. No headers or footers – meaning no page numbers as well. Please turn off page numbers.
9. Each paper should contain only 1 section unless there are tables to be presented in landscape mode (or “sideways” for the psych majors out there). You can often include landscaped tables by making each page a separate section. If your tables are on more than one page please make sure that they are easily interpreted by the reader (using duplicate headings, row tags, etc.)
10. You may use any combination of Tables, Figures, Exhibits or any other naming convention within your document, but please be consistent. Save “Appendix” for large, stand-alone sections and/or handouts that you would like to include.
11. Please convert any Excel-based exhibits to tables, figures or exhibits within your Word document.
12. You can use any citation format, but please make sure that all external data, pictures or diagrams, etc. are labeled beneath with a source. We cannot publish exhibits and/or tables or figures without careful source references and attribution. Figures and diagrams may be in color since we are “printing” these proceedings as PDFs for posting on the Web page.

{Example on next page}

This is the Title of My Paper: The title looks like this

**Oliver Hardy, College of Knowledge
Stan Laurel, UK College of Knowledge**

Introduction

If everyone follows the format recommendations, this should be easy for the editor, who is a volunteer, to complete these insertions for the proceedings in a timely manner.

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References

Michael, Timothy and Melissa A. Williams (2013). Student Equity: Discouraging Cheating in Online Courses, *Administrative Issues Journal*, V3(2), pg. 32-43. [DOI: 10.5929/2013.3.2.8](https://doi.org/10.5929/2013.3.2.8)

Last Word

Please send all submissions for the proceedings under a subject line of “FEA Proceedings for 20xx” (insert your year) to michael@uhcl.edu. We will update the online proceedings document as necessary throughout the fall semester and finalize in spring as volunteer time allows.