

## General Presentation

When you prepare your nomination, please follow these guidelines:

- Print must be in black ink and of letter quality.
- Text must be single-spaced, with no more than six lines per inch.
- If you use a type size measured in pts, it must be no smaller than 12 pts. The preferred font is Times New Roman, regular, 12 pts.
- If you use a type size measured in cpi, it must be no more than 10 cpi.
- Condensed font, and applications completed strictly in italics, are not acceptable.
- Use white paper, 8 1/2 x 11 inches (21.5 cm x 28 cm), portrait format, with a single column, unless specified otherwise.
- Set margins at 3/4 of an inch (1.9 cm) (minimum) all around.
- Print on one side of the page only.

### Note

All text, including references, must conform to these standards. Nomination packages that do not meet the presentation standards may be rejected or at a disadvantage in comparison with those that respect the presentation standards.

Avoid using acronyms and abbreviations, or explain them fully.