LOEX 2025 Proceedings Checklist

Use the template, **"LOEX2025_Proceedings_Template.docx"** for your article

Also, be sure to follow LOEX's Artificial Intelligence policy

*Many of the rules stated below (e.g., font size, font type) are already in place as a **Styles Gallery** in Word and are ready to be typed over/replaced with your actual content.*

☐ Article should be no more than 2500 words; this limit does not include: cover page, *reference list* or any *appendices*, *tables*, or *graphics*.
  o Italicized elements should be limited to no more than approximately 3 total pages; if you feel it is necessary to exceed this limit, please e-mail proceedings@loexconference.org
☐ Cover Page: Include the article title; up to 10 keywords; and the name and job position of the author(s), along with each person's address.
  o The spelling and order of the author names on this page will be used in the table of contents and official citations
☐ No abstract is required or expected.
☐ On the article's first page, put the article title (*20pt font, bold, Small caps*) and below it, the full name(s) of the author(s) (*14 pt font, bold, Small caps*)
☐ Footers: Leave untouched
  o LOEX editor will edit this later, using the title and author name(s) you put on first page
☐ Headings: Headings are in Small caps (*12 pt font, bold*) and Subheadings are not (*10 pt font*)
☐ Text Body: Times New Roman, 10 pt
☐ Citation Style: APA (7th edition) for in-text citations and for reference list.
  o APA does not recommend footnotes or endnotes, so please do not use them; if you have a concern regarding this, let us know.
☐ Tables and Figures: In the body of the article, only type the label (e.g., "Table 1: Recall and Impact Scores from 2023 Study") for any tables and/or figures that you want to include (*11 pt font, bold*). All actual images should be placed at the end of your article, noting which table/figure it is (e.g., see "Table 1" on the last page of template)
  o Make sure the image of each table/figure is as clear as possible (pasting it in special as a jpeg is usually sufficient, but use your judgment)
  o The actual placement of each table/figure image within the text body for final publication will be handled by a LOEX editor
☐ Appendix: Put at end of article (see pages 4 and 5 of template)
  o Any font type or size is allowable for appendices (e.g., you have a handout for which you used 12-pt Arial—that is fine).

Submit your completed article by uploading it to the provided Dropbox link
- If you need the password, contact proceedings@loexconference.org

If you unexpectedly run into problems formatting in Word (it can occasionally be tricky with font size/type and spacing), please either contact LOEX for advice or just do your best. The important part is well-written content—the text body, along with any images and appendices—that follow the citation style and length/amount parameters set above.