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You will submit the final camera-ready copy of your paper in Adobe Acrobat PDF format. The printed copy is in **gray-scale**, so please take that into consideration when using colors in your document. Some colors don't differentiate well when rendered in gray-scale. You can test by printing your doc and selecting gray-scale in the printer settings. There are several freeware PDF creators available.

- Title page:
 - Total of title, abstract, and bio must fit onto a single page.
 - Bio not to exceed 200 words
 - Bio in italic font. Abstract in normal font.
 - Title: 24 pt bold, centered
 - 24 pt space between title and author name
 - Author name: 12 pt bold, centered
 - Author info such as company and emails address: 12 pt centered
 - 24 pt space between author info and “Abstract” heading
 - Headings for “Abstract” and “Biography” are Heading 1, but **not** numbered.
- Headings:
 - Heading 1: 16-pt, bold, left-justified. 12-pt space above heading to line above; 12-pt space below the heading to line below.
 - Heading 2: 12-pt, bold. 6-pt space above and 12-pt space below the heading.
 - Heading 3: 10-pt bold. 6-pt space above and 12-pt space below the heading.
 - Number the headings in the body of the paper, with decimals (except “Abstract”, “Biography”, and “References”, which are not numbered). E.g., heading-1 is 1, heading-2 is 1.1, and heading-3 is 1.1.1
- Body text (Font type, size, line spacing):
 - Arial, 10 pt,
 - Single-spaced, full-page (non-columnar) with 10pts space below the paragraph.
- Page & Margins:
 - One-inch margins; top, bottom, right and left.
 - All footnotes must appear above the one-inch bottom margin.
- Footer:
 - Include the footer and the page numbering that is part of the template.
 - The footer should appear on the first page. This helps facilitate online publishing.
- Length:
 - We suggest 10 pages.
 - This is not a hard and fast rule. Longer papers will be accepted. The paper should clearly and concisely communicate your ideas.

This page, and all the instructions in red, are meant to be removed before using the template.

Use images for producing diagrams. This is more reliable than other formats. PowerPoint or Visio objects do not reproduce well. PowerPoint slides with colored backgrounds often are unreadable in gray-scale rendering.

Please be kind to the environment. Don't leave large blank spaces on pages, because this uses more sheets of paper when printed.

Submit both Word (.doc or .docx) and PDF (.pdf) versions of your final paper.

Title

Author(s)

Email address

Abstract

<brief introduction to your paper. See <http://www.uploads.pnsrc.org/2013/documents/How%20to%20Write%20an%20Abstract.pdf> for a guideline> Example:

We've all heard that it's better to "build in quality" than to test in quality. Have you ever wondered how exactly *is* quality built in?

Most books about quality assurance say that following good practices will ensure that quality is built in. However, the quality assurance books describe only the "quality" practices – configuration management, testing, auditing – and not the practices which actually create the software. Software engineering books do describe the practices which create the software, but often without explaining how those practices build in quality, or under what circumstances they work best.

If you understand the fundamental principles that make some software engineering practices work in some circumstances and not in others, you'll be able to put together a set of practices which will build in quality for any situation. Once you understand the principles, you can choose practices, testing methodologies, and so forth to fit whatever your environment may be.

This paper explains the fundamental principles and demonstrates how to apply them. We'll take a look at identifying what type of mistakes most frequently are made in your organization, and at choosing from a toolkit of prevention and detection practices to address these mistakes. We also consider how to choose practices which will best fit your organization's software development process.

Biography

Biography may include multiple authors if you like. In the biographical sketch, you might want to include the author's current position, technical interests, prior professional experience, education, and/or major awards. Biography text is in italics.

Abstract and biography **must** all fit on the first page. The paper itself **must** start on the second page (page break from bio to start of paper content)

Copyright <author name> <date> (optional)

3.1.1 <A sub-section>

<More body text here.>

4 <Next level 1 heading>

References

References, acknowledgements (if any), appendices, and other final comments should fit on one page. Exceptions will be made for a reference list that is particularly thorough and useful to the reader.

Style used is from Turabian, Kate. 2007. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. Chicago: The University of Chicago Press.

Use reference list or parenthetical citation style. An example follows:

Citing text: He argues that “in an uncertain world, printed materials can be put to use in ways that make them powerful” (Johns 1998, 628).

Citation: Johns, Adrian. 1998. *The nature of the book: Print and knowledge in the making*. Chicago: Univ. of Chicago Press.

Some additional examples

Book:

Bird, Kai, and Martin J. Sherwin. 2005. *American Prometheus: The Triumph and Tragedy of J. Robert Oppenheimer*. New York: Alfred A. Knopf.

Appleby, Joyce, Lynn Hunt, and Margaret Jacob. 1994. *Telling the Truth about History*. New York: W. W. Norton & Company.

Journal Articles:

Green, Nancy L. 2005. “The Politics of Exit: reversing the Immigration Paradigm.” *Journal of Modern History* 77 (June): 263-89.

Magazine Articles:

New Yorker. 2000. Talk of the Town. April 10.

Faris, Stephan. 2005. “Freedom”: No Documents Found. Saolon.com, December 16. <http://www.salon.com/tech/feature/2005/12/16/censorship/index1.html> (accessed December 19, 2005).

Web Sites:

Evanston Public Library Board of Trustees. “Evanston Public Library Strategic Plan, 2000-2010: A Decade of Outreach.” Evanston Public Library. <http://www.epi.org/library/strategic-plan-00.html> (accessed June 1, 2005).

Becker, Gary. 2006. “The New American Dilemma: Illegal Immigration,” The Becker-Posner Blog, entry posted March 6, http://www.becker-posner-blog.com/archives/2006/03/the_new_america.html (accessed March 28, 2006).

More examples are available from the Chicago Manual of Style:
<http://www.libs.uga.edu/ref/chicago.html#authordate>