

# AIPLA

## American Intellectual Property Law Association

### Style Sheet for Papers

Please read and follow these directions carefully. If you have any questions before beginning, please contact AIPLA Meetings ([meetings@aipla.org](mailto:meetings@aipla.org)).

1. Paper, PowerPoint & Bio Submission: Please send an electronic copy to [aipla\\_papers@aipla.org](mailto:aipla_papers@aipla.org) to arrive no later than the paper deadline specified in the applicable meeting's draft program. We accept Word for paper and bio submissions.
2. Times Roman is the font of choice.
3. Use 8½ x 11 white paper. Foreign papers should adjust accordingly.
4. First page of paper should have title at the top, centered, bold, upper and lower case, use 12-pt bold. Include your name and firm/company.
5. One inch margins all around, single spaced text, justified margins. All headers are flush left, bold, upper and lower case. Sub headers are indented 5 spaces (1 tab space), bold.
6. When preparing your paper, please use standard outline format for headers and sub headers (or simply use paragraph style):
  - I.
    - A.
      1.
        - a.
7. Number pages, begin with 1, center bottom of page. Do not number cover page.
8. Footnotes are 9 pt.
9. Papers must be at least 12-15 pages, single spaced.
10. Please include a short bio with your paper.
11. We also accept **PowerPoint®** presentations **in addition to papers**. For many states, CLE credit is awarded only if papers supplement the presentation (PowerPoint® slides are not sufficient).