|  |  |  |
| --- | --- | --- |
| C:\Users\mindie\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\6BHM9WSN\SNUGgeneric_ver_O.jpg |  |  |

**ABSTRACT**

**Table of Contents**

[1. Introduction – Use Heading 1 for all main section titles 3](#_Toc433270053)

[1.1 Second-Level Heading – Use Heading 2 for all secondary titles 3](#_Toc433270054)

[1.1.1 Third-Level Heading – Use Heading 3 for all third-level titles 3](#_Toc433270055)

[1.1.2 Third-Level Heading 3](#_Toc433270056)

[1.2 Second-Level Heading 3](#_Toc433270057)

[2. Your Chapter (e.g. Design Challenge) 3](#_Toc433270058)

[3. Your Chapter (e.g. Flow) 3](#_Toc433270059)

[4. Your Chapter (e.g. Results) 3](#_Toc433270060)

[5. Conclusions 3](#_Toc433270061)

[6. References 3](#_Toc433270062)

[Guidance – Remove this section when paper is complete 4](#_Toc433270063)

[Figures and Tables 4](#_Toc433270064)

[Cross References 5](#_Toc433270065)

[Lists 5](#_Toc433270066)

[Script/Code Examples 5](#_Toc433270067)

[Finalizing 5](#_Toc433270068)

**Table of Figures**

[Figure 1. Figure text. 4](#_Toc433209182)

[Figure 2. Figure description. 4](#_Toc433209183)

**Table of Tables**

[Table 1. Table text. 4](#_Toc433209184)

[Table 2. Table description. 4](#_Toc433209185)

Use styles included in this template for a uniform appearance.

# Introduction – Use Heading 1 for all main section titles

Use Normal style for text under a first-level heading.

## Second-Level Heading – Use Heading 2 for all secondary titles

Text – Use Normal style for text under a second-level heading.

### Third-Level Heading – Use Heading 3 for all third-level titles

Text – Use Norm3rd style for text under a third-level heading.

### Third-Level Heading

Text – Use Norm3rd style text.

## Second-Level Heading

Text – Use Normal style text.

# Your Chapter (e.g. Design Challenge)

Text – Use Normal style text.

# Your Chapter (e.g. Flow)

Text – Use Normal style text.

# Your Chapter (e.g. Results)

Text – Use Normal style text.

# Conclusions

Text – Use Normal style text.

# References

1. Literature and references
2. Etc.

# Guidance – Remove this section when paper is complete

## Figures and Tables

Insert Captions under each figure and at the top of each table. Follow the steps below to ensure that they are included in the table of figures and table of tables.

1. Place your cursor where you want the Figure or Table caption to appear.
2. On the **References** ribbon, click [**Insert Caption**].
3. In the **Label** drop-down, select **Figure** or **Table** as appropriate.
4. In the **Caption** box, type the description for your figure or table after the Figure/Table # designation that is automatically applied.
5. Click [**OK**].
6. Refresh the **Table of Figures** or **Table of Tables** to verify that your new item is included.



Figure 1. Figure text.



Figure 2. Figure description.

Above is an example figure. Below is an example table. You can use any formatting you like for your tables.

Table 1. Table text.

|  |  |
| --- | --- |
| **Heading** | **Heading2** |
| This is a simple table | More text |

Table 2. Table description.

|  |  |  |
| --- | --- | --- |
| **Heading** | **Heading2** | **Heading3** |
| Data | Data | Data |

## Cross References

You can add cross references to your figures (“Figure 1 shows ...”), tables (See Table 2 for a summary of …”) , or references (“Previous papers have discussed this problem [1][2]”). To insert a cross-reference:

1. Place your cursor where you want the cross-reference to appear.
2. On the **References** ribbon, click **Cross-reference**
3. In the “**Reference type”** drop-down, select **Figure**, **Table** or **Numbered** **item** (for references) as appropriate.
4. In the “**For which…”** drop-down, select the caption/reference number you wish to refer to.
5. In the “**Insert reference to”** drop-down, select **Only label and number** for figures or tables, or **Paragraph number** for references.
6. Click [**Insert**].

## Lists

You can use bulleted, numbered, or custom styles for your lists.

This uses the List Bullet style. Use bullets for lists unless numbering is necessary.

1. This uses the List Number style. Use a numbered list only when the list represents a sequence, such as the steps in a procedure.

## Script/Code Examples

Use Courier New 11 pt font

## Finalizing

When you are finished with your paper:

* Review and accept/reject all edits.
* Add or verify your paper title in the footer.
* Delete the Guidance section.
* Press Ctrl+A to select all of the text in your document and then press F9 to update all links. Select **Update entire table** on any prompt that appears.
* Turn on Track Changes (on the Review ribbon).
* Save your paper.