# Title: Subtitle (Calibri body 16, bold, single line spacing, 12 pt space after; Title Case, flush left, no end period)

**Author 1 Name ANONYMISED (Calibri body 12, bold, flush left. Spacing: single line)**

*Institute, Country ANONYMISED (Times New Roman 10, Italics, Spacing: single line)*

Email: # (Times New Roman 10, 1.5 line spacing, 12 pt space after, live email address)

**Author 2 Name ANONYMISED (Calibri body 12, bold, flush left. Spacing: single line)**

*Institute, Country ANONYMISED (Times New Roman 10, Italics, Spacing: single line)*

Email: # (Times New Roman 10, 1.5 line spacing, 12 pt space after, live email address)

## Abstract (Times New Roman 12, bold, centred)

Abstract text is Times New Roman 12, 1.5 spaced, left aligned, offset at 1cm and 14 cm (i.e. 1cm margins left & right). Abstract written as a single paragraph without indentation of the first line. text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text

*Keywords:*keywords in lowercase separated by commas, 1.5 spacing, 12pt space before

## Level 1 headings (Times New Roman 12, Centred, bold, Title Case Heading, black) (do not use “Introduction” as a heading: instead, omit heading)

## Text begins as a new paragraph. Article text is Times New Roman 12, 1.5 spaced, left justified, with first line indent. Text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text text

## Level 2 headings (Times New Roman 12, bold, flush left, Title Case, black)

## *Level 3 headings (Times New Roman 12, bold italic, flush left, Title Case*, black*)*

## Level 4 headings (Times New Roman 12, bold, flush left, Sentence case, black) (NB. this is not APA but preferred)

**Figure 1 (TNR 12 bold, flush left, with double spacing below)**

*Title of Figure (TNR 12 italics, title case, double spacing*

Copyright attribution (under figure/table) – flush left. TNR 10. Space below before any following text.

**Conclusion or Final Heading
 (Level 1 Heading: Times New Roman 12, Centred, bold, Title Case)**

## References (Level 1 heading, Times New Roman 12, bold, centred)

New page for references. Text is Times New Roman 12, 1.5 spaced (including between and within references). New page. Placed before any Appendices. Use hanging indent NOT tabs or spacebar. (First line flush left, subsequent lines indented by 0.5in.) To use hanging indent, select text, hold down ‘Ctrl’ key and press the ‘T’ key (or format, paragraph, indentation, special, hanging)

## Appendices (Level 1 heading, Times New Roman 12, bold, centred)

If one appendix, label it “Appendix”. If more than one appendix, label each with a capital letter (e.g. “Appendix A”, Appendix B” etc) in order that mentioned in text. Each appendix should be mentioned at least once in the text by its label" (p. 41) -- e.g. "see Appendix A". Appendix title should describe the contents. Appendix label and title in bold, title case, centred, entered on separate lines at top of the page.

**Appendix A.**

**Title of appendix.**