Title in Palatino 22 point italics and Title Case

AUTHOR’S NAME IN GARAMOND 12 POINT UPPER CASE

Name of Institution in Garamond 11 Point Title case

Abstract of 150 to 250 words. Indented and in Garamond 11 point italics. Abstract of 150 to 250 words. Indented and in Garamond 11 point italics. Abstract of 150 to 250 words. Indented and in Garamond 11 point italics.

# Heading Level 1 – Garamond 13 Point, Bold, Centred and Title Case

Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs. Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs.

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Footnotes. Garamond, 10 point, fully justified.[[1]](#footnote-1)

Block quotes in Garamond 10 point, indented 1.25 cm from left and right. Fully justified. Quotes in Garamond 10 point, indented 1.25 cm from left and right. Fully justified. Quotes in Garamond 10 point, indented 1.25 cm cm from left and right. Fully justified. Quotes in Garamond 10 point, indented 1.25 cm cm from left and right. Fully justified.

Two blank lines before subsequent Level one headings. Two blank lines before subsequent Level one headings. Two blank lines before subsequent Level one headings.

# Heading Level 1 Should be Preceded by Two Blank Lines

One blank line after Level 1 headings. One blank line before and after Level 2 headings. One blank line after Level 1 headings. One blank line before and after Level 2 headings. One blank line after Level 1 headings. One blank line before and after Level 2 headings.

Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs. Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs

## *Heading Level 2, Garamond 12 Point, Bold, Italics, Left Justified and Title Case*

One line before and after Level 1 headings and Level 2 headings. One line before and after Level 1 headings and Level 2 headings. One line before and after Level 1 headings and Level 2 headings.

Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs. Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs

### Heading Level 3, Garamond 11 Point, Left Justified and Title Case

One line before and after Level 1 headings and Level 2 headings and Level 3 headings. One line before and after Level 1 headings and Level 2 headings and Level 3 headings. One line before and after Level 1 headings and Level 2 headings and Level 3 headings.

Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs. Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs

Centre any diagrams, tables or figures

Figure 1: Figures and tables should have a caption immediately below them using Garamond, 10 point.

Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs. Body Text. Garamond, 11 Point fully justified. First line should be in indented 1 cm EXCEPT in paragraph following a header. No gap between paragraphs

## Acknowledgments

Where relevant these should be provided at the end of the paper. If the paper has formerly been presented at a conference then this should also be acknowledged in this area. Garamond 9.5 point, and fully justified – no indent.

## References

References should be provided in alphabetical order in Garamond 11 point, indented 1 cm and fully justified. Referencing should follow APA or Chicago Referencing Style.

## About the Author/s

A brief biography of the author/s should then be provided. Garamond 11 point, and fully justified – no indent. Please provide e-mail details and/or a Website address.

1. Footnotes. Garamond, 10 point, fully justified. [↑](#footnote-ref-1)