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Type of submission:	Electronic format: MS Word; Rich Text Format (RTF); LATEX (RTF preferred).
Page size:	A4 or Letter.
Page margins:	Optimal according to template: Top & Bottom (2.7 5cm), Left & Right (2.5 cm). Minimum margin of 2cm on all sides.
Paper title:	Font: Garamond 13 point bold. First letter of each word uppercase. Follow by a blank line (12 point) (or equivalent spacing).
First author:	Initials followed by surname, with preferred forename in full (e.g. F Scott FitzGerald; William E Gladstone). Font: Garamond 12 point bold.
Contact details:	State your institution, city and country. Your Email address should follow immediately, line spacing 1. Font: Garamond 12 point.
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Abstract:	Separate from author details by four blank lines. Commence first sentence with word 'ABSTRACT' followed by colon. Font: Garamond upper case, 12 point bold. Continue with a maximum of 250 words clearly summarising your paper, giving aims, methods and outcomes. Normal capitalisation with font Garamond 12 point plain. Follow by one blank line (or equivalent spacing).
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Label for Tables, Figures and Algorithms:	Commence with word 'Table/Figure/Algorithm', followed by sequential number and colon; font Garamond 8 point bold. Follow by table title; font Garamond 8 point plain. Low capital writing and full stop after each sentence. Place on line immediately preceding table.
Table style:	Font Garamond 12 point; must fit within specified page margins; if extra width required, present landscape; follow by one blank line (or equivalent spacing). Example for table style is provided in templates or latest articles published. First and last boarder line is 1.5 point; space between lines in table at least 3pt.
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Equations:	Centre-aligned; any equations must be numbered and referred to in the text. Number appearing in parenthesis (brackets) on right-hand margin.
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Appendices:	Numbered and preceded by an "A" (e.g. 'A.1', 'A.2'). Note there is no dot after the number. Format title and text formatted as standard sections (see above); continue page numbering; place at the end of the paper, after the section "References". Use of appendices within the paper itself should be avoided wherever possible; arrangements can be made instead to provide readers with online access to appropriate supporting material (e.g. code).
Endnotes:	The use of endnotes should be avoided wherever possible. Use numbers for reference, e.g. endnote. ¹ All endnotes (font: Garamond 8 points plain, line spacing 1, follow by one blank line or equivalent spacing) should appear in a list following

	main text of article with header "Notes" (Garamond 12pt, bold, all caps). Footnotes are prohibited.
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Guide for APA reference style

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2 authors	(Author1 & Author2, Year) <u>or</u> Author1 and Author2 (Year)	(Author1 & Author2, Year) <u>or</u> Author1 and Author2 (Year)	Author1, F., & Author2, F. N. (Year). Reference text.
3 – 5 authors	(Author1, Author2, & Author3, Year) <u>or</u> Author1, Author2, and Author3 (Year)	(Author1 et al., Year) <u>or</u> Author1 et al. (Year)	Author1, F., Author2, F., Author3, F., & Author4, F. (Year). Reference text.
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