

Formatting Instructions

See also Template below

Paper format: A4; No page numbers, no headers/footers, etc.

Number of pages: 20; single spaced throughout (better don't even think of asking for more space).

Margins: 2.5 cm all round.

Line spacing: Single throughout.

Font colour: Black throughout.

Title: Arial (or similar) 16pt, bold, initial caps, centred, 18pt spacing after.

Author(s)' name(s): Arial 11pt, italics, centred, 6pt spacing after.

Affiliation: Arial 10pt, centred, 3pt spacing after.

e-mail address: Arial 10pt, centred, 36pt spacing after.

Abstract: Justified, 1.5 cm indent each left and right, Times New Roman (or similar), Italics, 11pt, 36pt spacing after.

Headings: Arial (or similar), initial caps, left justified, numbered;

1st level 14pt bold, initial caps, 18 pt spacing before, 6pt after, numbered;

2nd level 12pt bold, initial caps, 12 pt spacing before, 6pt after, numbered;

3rd level 12pt italics; initial caps, 6 pt spacing before, 6pt after, numbered.

Body: Justified, Times New Roman (or similar) 12pt, no indent, 6 pt spacing after.

Figures: Centred.

Caption Figure: Arial, 10pt, italics, centred below the figure, 6pt spacing before, 12pt after.

Caption Table: Arial, 10pt, italics, centred above the table, 12pt spacing before, 6pt after.

Footnotes: Left aligned, Times New Roman (or similar) 10, no indent, 3pt spacing after.

References: Preferably in APA style.

Title

Author 1, Author 2, Author n
Affiliation 1, Affiliation 2, Affiliation n
[e-mail 1;](#) [e-mail 2](#), [e-mail n](#):

Abstract: Abstract

1 Heading 1

Normal

1.1 Heading 2

Normal

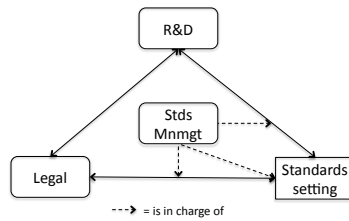


Figure 1: Caption_Figure

1.1.1 Heading 3

Normal¹

Table 1: Caption;Caption_Table

2 References

Preferably APA-Style

¹ Footnote