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**TITLE OF PAPER, UPPER CASE, CENTRED, BOLD**

Author’s Name, Centred, Second Line Below

Author’s Organisation, Centred, Directly Below

Second Author, Centred, Directly Below

Second Author’s Organisation, Centred

Further authors in the same format

In case of two or more authors with the same affiliation,

their names should appear together, with the affiliation directly below

1. **MAIN HEADING, UPPER CASE, BOLD, ON THE THIRD LINE BELOW, ON THE LEFT MARGIN**

The first line of text should commence on the second line below the heading, or on the third line below the last author’s affiliation, if there is no heading.

Margin widths should be 3.17cm in from each side of the page and 2.54cm from the top and bottom. The text should be justified and single spaced, aragraphs should not be indented.

**1.1 Sub-heading, Mixed Upper and Lower case, bold, on the left margin**

In subsections, the text should commence immediately below the heading.

Only main headings and sub-headings should be numbered. Do not use a different font for the headings.

We recommend using *italics* rather than underlining to emphasise concepts.

Page numbers can be used. The font should be Arial, size 12.

**Notes**

All notes should be included at the back of the paper under a **NOTES** heading at the end of your paper. Insert the reference number of each note in the main body of the text in a superscript format, size 9, like this¹.

**Appendices**

Please avoid the use of appendices, yet include pertinent material in the paper itself. If necessary, additional background material can be hyperlinked.

**Bibliography**

The bibliography should be included as the final section of the paper. We recommend using [APA style](https://apastyle.apa.org/style-grammar-guidelines/references/examples) for your references.