### Formatting your document

Only submissions in MS Word (any version) or Word compatible (e.g. OpenOffice) are accepted. The final submission must be in a single file containing all inserted tables and figures where applicable.

**Page Set-up:**

Page size Letter with margins set to 1inch (2.54 cm) top; 1 inch (2.54cm) Bottom and 1 inch (2.54cm) left and right margins:

**Body:**

The text should be Times New Roman 11 point, left aligned, single spaced. Blank lines before and after headings and paragraphs are to be sized the same as text lines (11 point Times New Roman). Use a blank line to conclude each paragraph, and no indents.

**Title:**

The title should be in Arial 14 Bold. Followed by one blank line.

**Author/s:**

Author name/s should be in bold followed by Department or Centre Institution and Country. Contact email should be provided for the contact author only. Please allow one blank line following each Author.

**Abstract and keywords:**

Abstracts shall not exceed 200 words. Use Times New Roman 10 point, left aligned, indented 1.0 cm left and right, not italicised. Do not use a heading for the abstract or headings within the abstract. Place one blank line before and after. Leave one blank line and include a set of keywords related to your submission.

**Headings:**

Submissions should contain no more than 3 levels of heading.

First level: Arial 12 point bold, followed by one blank line.

Second level: Arial 11 point bold, followed by one blank line.

Third level: Times New Roman 11 point italic, not followed by a blank line.

**Quotations:**

As per body formatting with the quoted text indented 1.5 cm from set left and right margins. Referencing and use of quotations should follow APA standards

**Tables:**

Tables must be placed in the body of the article in the desired position. Tables should be in Times New Roman 11 point (bold), numbered and include a title (e.g. Table 1: Title inserted here). The Table number and title should precede the table content with no blank line following. Table and table title should be left justified, however the cell justification should ensure ease of review (i.e. centered or left).

**Figures/ Diagrams:**

Figures and diagrams must be placed in the body of the article in the desired position. Figures and diagrams should be numbered and titled in Times new Roman 11 point (bold) (e.g. Figure 1: Title inserted here).The figure/diagram number and title should be left justified and be directly below the actual figure/ diagram. The figure/ diagram should be centered within the body of the article.

**Referencing:**

The reference list heading should be level 1. In text and reference list should comply with APA style.