



Format and Style Guide For Paper Submissions

- All submissions are to be in **English**. Please avoid using colloquialisms and regional terminology that may be confusing to an international readership.
- Please keep to the size of the word template that accompanies this document. This is the size of the live text area we use when formatting your paper.
- The provided Word Template comes with pre-formatted styles. You will find these under: **View > Formatting Palette > Styles**
The Word Template goes through the proper and appropriate use of each of these. Please ensure that you follow the style guidelines as it allows us to format your work in a more efficient manner after you have submitted it.
- Use **APA format** as found in the *Publication Manual of the American Psychological Association (APA)*, 6th Edition, for headings, citations, references.
- About APA Style/format: <http://www.apastyle.org/aboutstyle.html> APA Style Workshop: <http://owl.english.purdue.edu/workshops/hypertext/apa/index.html>
- Notes, citations, and other sources/references should be placed at the end of the document.
- Use APA referencing with **in-text references** and a reference list at end. **Do not use footnotes for references**. Reference list must be alphabetical with each line after the first in each reference indented, as per example pdf.
- **Quotes:** Use single quote marks for quotes up to 2 lines in length. For quotes with more than forty words, remove quotation marks and indent. Do not italicize quotes.
- Where necessary, the text should be divided under headings - not more than three levels deep.
- Tables, graphs or images should be inserted at appropriate places within the body of the text. Colour can be used.
- The **first page of the submission** should include the following (see style template): author name; institutional affiliation; email address; abstract (about 150 words); 4-6 keywords; title of the paper; full text.
- A separate **author/title page at the end of the document** should contain: each author(s) name; institutional affiliation; email address; bio-note and the title of the submission. If there are multiple authors, one author should be identified as the contact person (see sample template).
- Submissions that include **hyperlinks** should only link to stable, relevant and referenced web sites or graphics.

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