Microsoft Word (97 or later)
Paper A4 - Font Times New Roman - Page Numbers Centre Bottom

4000 words maximum

Layout for Papers

TITLE – (CENTRE, BOLD, 14 PT)

Author(s) Name, Affiliation and email address (Left, 12 pt)

Abstract: Text (Left, 12 pt, single spaced)

1.   Paragraph / Section Heading (Left, Bold, 12 pt)

Text (Left, 12 pt, single spaced)[1]

2.   Etc

Biography (Left, 12 pt, single spaced)

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[1] Footnotes (10pt)