

Part A
**Guidelines for the title page for abstracts
and refereed papers**
(Insert title here, bold, 16 point Arial, centred)

Leave 3 line spaces

Author 1	(Bold, 12 point Arial)
Author's position	} 11 point Arial, centred
Institution	
Postal address	
Telephone number	
Facsimile number	
E-mail	

Leave 2 line spaces

Author 2	(Bold, 12 point Arial)
Author's position	} 11 point Arial, centred
Institution	
Postal address	
Telephone number	
Facsimile number	
E-mail	

Leave 2 line spaces

Congress sub-theme (bold 12 point): E.g. diversity in learning (plain text)

Leave 2 line spaces

Keywords (bold, 12 point Arial): Give three keywords (plain text)

Leave 2 line spaces

Biography (bold, 12 point Arial): Author's biography – 75 words maximum (plain text)

Preferred file format

The preferred file format for submission of your paper is Microsoft Word.

Page setup

Use A4 paper size settings and use 2.5cm margins all around, that is: top 2.5cm, bottom 2.5cm, left 3.5cm, and right 2.5cm. Leave the gutter at 0cm. Use single-line spacing.

Typeface

12 point Arial is preferred. Do not underline any text or headings.

Line spacing and justification

Single line spacing, all text left justified.