

Part C

Guidelines for refereed papers submitted to ALARPM for web-based publication (Heading 1) (insert the title here)

Leave 4 line spaces

Abstract: *An abstract of 250 – 300 words should be provided here in the format given below under ‘Abstract’. The word ‘Abstract’ should be made bold.*

Keywords: *give three keywords*

Formatting your paper

This document is an example of the preferred style to be used to format your paper for submission to ALARPM 2003. The paper will be published exactly as you submit it, so be careful to follow the guidelines carefully.

The paper should be between 3000 and 5000 words in length, including title, abstract, main text, tables and references.

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, 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.

Headers, footers and page numbers

Ensure that your document does not include headers, footers or page numbers, as these will be added later for the publication.

Footnotes

Do not use footnotes in your paper.

The structure of the paper

Title of the paper (Heading level 1)

The title should be in Arial font 16 point bold, centred, in sentence case (only the first word and proper nouns capitalised). Leave 4 blank lines after the title.

Abstract

The abstract should not be longer than 300 words, and in Arial, 12 point italic, left justified only, in single spacing. The word 'Abstract' should be first in bold, followed by a colon and then the text of the abstract. There should be one blank line after the abstract.

Keywords

Keywords use the same style as the Abstract. Three words or phrases should be provided to facilitate indexing and refereeing. Leave two blank lines after the Keywords.

Body text

Body text is Arial 12 point, single-spaced with no paragraph spacing provided before or after. Text is left justified only. Leave one blank line between paragraphs.

Heading level 2

Heading level 2 is Arial 12 point bold with no paragraph spacing before or after. Leave one blank line before and after a level 2 heading. (NB. Level 1 heading is used only for the title of the paper.)

Heading level 3

Heading level 3 is Arial 11 point bold italic with no paragraph spacing before or after. Leave one blank line after (but not before) a level 3 heading.

Heading level 4

Heading level 4 is Arial 10 point bold with no paragraph spacing before or after. Leave one blank line after (but not before) a level 4 heading.

Figures and tables

Figures and tables should be centred. Use Heading level 4 for captions and titles for figures and tables, leaving one blank line before and after.

References

References are listed in Arial 10 point, single spacing. Second and subsequent lines within each reference are indented 0.5cm. Do not leave a blank line between references.

Use American Psychological Association (APA) referencing both in text and for listing references at the end of the paper. References in text should be author, dates and page number. References should be listed in alphabetical order in the reference list.