

File format	The preferred formats are Microsoft Word or PDFfiles.
Page setup	Page size A4 with margins set to: Top: 3.0 cm Bottom: 3.0 cm Orientation: Portrait (never use landscape) Left: 3.0 cm Right: 3.0 cm
Title	Arial 14 point bold followed by one 10-point blank line.
Author names and institutional affiliation	Include author names and affiliations in your submission.
Abstract	Abstracts should not exceed 200 words. Use Times New Roman 10 point, justified, indented 1.0 cm left and right, not italicised. Include Keywords.
Headings	Please use no more than 3 levels of heading and apply consistently. First level. Arial 12 point bold, left aligned, sentence case, followed by one blank line. Second level. Arial 10 point bold, left aligned, sentence case, followed by one blank line. If your work really requires a third level heading, use Times New Roman 10-point italic, left justified, sentence case, and not followed by a blank line.
Body text	Times New Roman 10 point, single spaced, justified. Blank lines before and after headings and paragraphs are to be sized the same as text lines (i.e., Times New Roman 10 point).
Paragraphs	Use a blank line to conclude each paragraph, and no indents. Do not use "spacing before" and "spacing after."
Tables	Tables should be included in the text body near the first reference to it

	<p>(not at the end of the paper).</p> <p>Number all tables with Arabic numerals in the order in which they are first mentioned in the text. Use Times New Roman 10 point. Do not add suffix letters to the numbers of the table. After a carriage return, place the title in sentence-style capitalisation on the next line, using Times New Roman 10 point, italic.</p> <p>The title should be brief but explanatory. Each column should have a title, which should be brief, clear and explanatory (plain text). Limit the use of lines in tables to those that are necessary for clarity: one at the top, one after the headings and one after the last row. All abbreviations in the table should be explained.</p>
Figures and diagrams	<p>Figures should be included in the text body near the first reference to it (not at the end of the paper).</p> <p>Number all figures with Arabic numerals in the order in which they are first mentioned in the text. Use Times New Roman 10 point, italic and place this under the figure. Do not add suffix letters to the numbers of the figure.</p> <p>The figure itself should have a legend, which explains the symbols used in the figure and is placed within the figure. Add a caption under the figure, following the figure number in plain text and sentence-style capitalisation. This serves as an explanation and a figure title. After the descriptive phrase add information that may be needed to clarify the figure.</p>
Acknowledgments	<p>This is an optional section in which you may record appreciation to individuals or organisations for assisting or supporting the research work. Format as for body text.</p>
Appendices	<p>Avoid using appendices unless absolutely essential to the communication of the paper.</p>
References: Reference list	<p>In your reference list (first level heading, References) please use the style recommended in the current edition of the APA style manual. This prescribes alphabetical order by first author. Titles of items should be in sentence case. Use Times New Roman 10 point, left aligned, hanging-indent 0.5 cm, no blank line between each reference.</p>