

### **Instructions:**

When creating this document, **PLEASE** do not do any manual formatting, except in EXCEPTIONAL cases. Use the styles provided by this template.

If you are used to using the styles provided by a template, and regularly do so, stop reading here.

If you have never used the styles provided by a template, or are unsure about this process, please read on!

- The first step in this process is to ensure that you can access the styles. Click on “View” and move your mouse cursor to “Toolbars”. You will note that a menu appears, listing a number of possible Toolbars. The “Formatting” toolbar must be selected. If it does not have a tick next to it, please select it now.
- Once the Formatting toolbar becomes available, you will note three pull-down menus on it. One is used to select the font and a second one to select the font size. Do not change anything in these two menus. The third menu is used to select the Style. This is the menu you will use extensively. The styles have been named appropriately. For instance, type the title of your paper, and then select the “PaperTitle” style. The formatting of the title will be done by the word processor.

Before submitting your paper, please erase all text highlighted in yellow, such as this paragraph.

## **TITLE**

Type the title of the paper, using the PaperTitle style.

### **Author and co-authors**

Author and all co-authors named in one line

Author’s affiliation

Type each authors’ affiliation on separate lines – followed by a one open line.]

Author’s contact details

Surprise! This style is called “Addresses”– give each authors’ contact details including email address, telephone number and postal address, on separate lines – no spacing between the lines followed by a one open line.

#### ABSTRACT

Text for abstract goes here – maximum half page. For the first paragraph of normal text, use the “Normal 1<sup>st</sup> paragraph” style.

For all subsequent paragraphs, use the “Normal body text” style. This will allow for a first line indent in the subsequent paragraphs.

#### KEY WORDS

Text for key words goes here; – maximum 10. Use the “Normal” style

[This is the only information that should appear on the first page. The article should start on the next page.]

## TITLE

### 1 HEADING 1

Paragraph text using the Normal 1<sup>st</sup> paragraph style with subsequent paragraphs normal, body text.

#### 1.1 Heading 2

Paragraph text using the Normal 1<sup>st</sup> paragraph style with subsequent paragraphs normal, body text.

##### 1.1.1 Heading 3

Paragraph text using the Normal 1<sup>st</sup> paragraph style with subsequent paragraphs normal, body text.

This paragraph will be normal, body text, allowing for a first line indent in the subsequent paragraphs.

## 2 FIGURES (LINE ART DRAWINGS) AND TABLES

### 2.1 Figures

Figures and tables may appear printed directly in the text. **The figure should appear soon after the citation in the text with the caption after the figure.**

(Please keep in mind that figures/tables with significant detail or small type should be submitted at the size in which they will be reproduced.)

#### *Legends/Captions for figures*

Text type should be 12 point Times Roman italic (eg; *Figure 1. Caption*). Use the *figure* style. A caption should be provided for each figure.

### 2.2 Tables

Indent tables slightly from the left margin, unless it is necessary to use the full width of the page.

#### *Titles/Captions for tables*

The table caption should be typed to the width of the table itself and typed above the table. Text type of table caption should be 12 point Times Roman italic (eg., *Table 1. Caption*), appearing **before** the table. Use the *figure* style. **Both figures and tables must be cited in the text.**

### **3 REFERENCES**

References text type should be 12 point Times Roman at the end of the article. There are various acceptable reference styles: Samples here are included but any standard reference style is acceptable as long as consistency is maintained throughout the article. References can be listed in the order in which they appear in the text (cited by Arabic numbers) or in alphabetical order (cited by author name and year).

### **4 PERMISSIONS**

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### **5 HEADERS AND FOOTERS**

Please do not put any headers or footers into the document as these will be added later to go into the proceedings.