



## ○ **STYLE GUIDE**

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- i. Articles should be approximately 5,000 words in length, including notes and tables (excluding references and appendices). Authors should indicate the length of their article on the final page of the text.
- ii. Articles should be preceded by an abstract (maximum 200 hundred words) and by up to five keywords.
- iii. Sections of the article should be headed, but not numbered. All headings should be placed on a separate line from the ensuing text.
- iv. Referencing should conform to APA referencing style as set out in the Publication Manual of the American Psychological Association, 6<sup>th</sup> Edition.
- v. Single quotation marks should be used for short quoted sections. Double quotation marks should be used for quotations within quoted sections.
- vi. Examples and quotations of more than four lines should be indented, typed in single spacing and separated from the text by a blank line above and below.
- vii. Footnotes should not be used. Endnotes at the very end of the text should be avoided, or kept to a minimum. They should be numbered consecutively and grouped under the heading 'Endnotes'.

### **TABLES AND FIGURES**

- i. Tables and figures should NOT be submitted as separate files but integrated in the text.
- ii. Tables should be numbered consecutively, and figures should be numbered in separateconsecutive series.
- iii. Table headings should be placed above the table, while figure headings should be placed below the figure.