

Paper presentation guidelines

Page layout:

- Margins should be set at 2 cm all round.
- Do not indent paragraphs.

Formatting instructions:

- Use **Times New Roman** for all text including headings. Left align all text, images and tables.
- Use the **Normal** style for all text where possible in preference to “Body text” styles. Normal text should be 11 point with single line spacing.
- Do not indent the first line of a **paragraph**. Leave one blank line between paragraphs and before new section headings.
- Authors’ **email and web addresses** may be hyperlinked. Hyperlinks to external web reference should be placed in the References section, rather than in the body of the paper.
- Use List Bullet or List Number styles where appropriate for **dot point or numbered lists**.

Headings and sections:

- **Paper title:** 14 point, bold, sentence case (capitals for proper nouns only). If the title extends to the second line, do not use “enter” to break the line. Leave one blank line below the title.
- **Authors’ names:** 11 point. First name should come before the family name for each author. Highlight the **presenting author in bold**. Leave one line blank below the author’s names.
- **Authors’ address:** 9 point. The corresponding website and email may be included at the end of each address. Leave two blank lines after the author’s addresses.
- **Abstract heading:** 11 point, bold.
- **Abstract body:** 11 point. Leave one blank line below the abstract text.
- **Section headings:** Level 1 - 11 point, bold. Level 2 – 11 point, italics. Use sentence case NOT capital letter for headings. Use descriptive names for Section headings where appropriate, e.g. **Abstract, Introduction, Conclusion**.
- **References:** A modified form of the APA system is used. See the paper template for examples.

Figures and images

- Figures and images should be placed in the body of the text, left aligned and not wrapped in the text.
- Figures copied from graphic applications (e.g. Microsoft Excel) should be paste into the Word document using **Edit>Paste Special>Picture**.
- Images in either colour or black and white are acceptable. Images files can be inserted using **Insert>Picture>From File**. Suitable formats include JPG, GIF, BMP and TIFF. Images should be cropped and reduced where possible using Photoshop or an image editor to produce a file size before inserting into Word of around 300kb or less.
- Outline boxes (such as frames) should be avoided. Do not allow images to “float” over text. Use **Format>Picture>Layout>In line with text**.
- A table with borders removed can be used to arrange two or more images or figures side by side.
- If the drawing tool is used to create a diagram, group the objects using the **Select Objects** arrow on the **Drawing toolbar** and then choose **right-click>Grouping>Group**. Right-click over the toolbars area to access the drawing toolbar.
- **Captions** for Figures and images (style-Caption) should be 10 point, bold and left aligned, placed below the image.

Symbols

- As far as possible use **Insert>Symbol** and select a character from the "**normal-text**" font set at the top of the Font drop-down list rather than the "**Symbol**" or "**Wingdings**" font set.

Tables

- Use tables rather than tabs or spaces to align images and text. Remove borders from tables and insert horizontal lines only as illustrated (Table 1) using **Format>Borders and shading**.
- Use the **Insert Table** button on the Standard toolbar and left align tables. Keep formatting simple.
- Captions should be placed above the table using the Caption style.
- Data columns should generally be centred or left aligned.
- Use a separate cell for each number and use Shift+Enter rather than Enter to break lines in cells.