

**Microsoft Word (97 or later)**  
**Paper A4 - Font Times New Roman - Page Numbers Centre Bottom**

Layout for Papers

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**TITLE – (CENTRE, BOLD, 14 PT)**

Author(s) Name, Affiliation and email address (Left, 12 pt)

Abstract: Text (Left, 12 pt, single spaced)

**1. Paragraph / Section Heading (Left, Bold, 12 pt)**

Text (Left, 12 pt, single spaced)<sup>1</sup>

**2. Etc**

Biography (Left, 12 pt, single spaced)

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<sup>1</sup> Footnotes (10pt)