**TEMPLATE**

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# **Heading 1: Arial, 12-pt., bold, space before and after, only first word capitalised except after a colon**

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Use italics for:

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In a paragraph enclose lowercase letters in parentheses to indicate a series if order is important, that is, (a) … (b) … (c) ….

Elements with a series of sentences or paragraphs can be offset. Use bullets or numbers (if order is important).

* Use the standard Microsoft Word indent from the margin, that is, 63 mm.
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Abbreviations that appear as word entries in the Oxford English Dictionary do not need explanation. (e.g., IQ, ADHD, ISBN). Use abbreviations sparingly and consider whether the space saved justifies the time necessary for the reader to master the meaning of the abbreviation. Write out the term to be abbreviated completely on its first appearance. Follow this with its abbreviation in parentheses. Thereafter, use the abbreviation. For example … reaction time (RT) is a factor in this test. Do not capitalise words in anticipation of the abbreviation unless the words would normally be capitalised. The APA style manual lists many other forms of abbreviation, including Latin, scientific terminology, and those used for statistical analysis. Please consult the manual for more details.

Do not use footnotes.

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Table 1

*An Example of a Table*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Heading 1 | Heading 2 | Heading 3 |
| Row 1 | Cell 1 | Cell 2 | Cell 3 |
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*Figure 1*. Sample figure

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* ... as described by Black and Lines (1998) ...
* ... and this argument (Keystone et al., 2000) is used ...
* ... across time and space (Jones, 1999a; White & Beckett, 1997).
* ... Davis et al. (1989) described ...
* ... determined by beliefs (Davis et al., 1989).

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More than twenty authors: After the 19th author, include an ellipsis and then the final author.

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