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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) ….

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* 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.

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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 ...
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