**TEMPLATE**

**Concise Paper – Maximum 5 pages**

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* All DOIs and URL addresses have been activated.
* No references have been cited in the Abstract.
* Double quotes indicate citations (referenced appropriately including page numbers).
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* Tables and Figures are mentioned in the text including an appropriate reference to where they can be found i.e., above/below the table/figure.
* Australian spelling has been used (e.g., use “s” not “z”, “program” not “programme”, “colour” not “color”, “centre” not “center”).
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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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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.
* Type the sentence or paragraph after the Arabic number, if order is important, or alternatively use bullet points, such as this example.
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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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The title should be brief but explanatory. Each column should have a title, which should be brief, clear and explanatory (plain text). Limit the use of lines in tables to those that are necessary for clarity: one at the top, one after the headings and one after the last row. All abbreviations in the table should be explained.

Table 1

*An Example of a Table*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Heading 1 | Heading 2 | Heading 3 |
| Row 1 | Cell 1 | Cell 2 | Cell 3 |
| Row 2 | Cell 4 | Cell 5 | Cell 6 |

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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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