



Style Checklist

Feature	Description	Style
Title	Arial 14, bold, left aligned, sentence case with double spacing after	Heading 1
Title footer	Arial 9, Insert title of article as if cited in reference list see below	Foot
Author name/s, email address	Arial 11, for more than one author ¹ insert a superscript number after each name to correspond with affiliation	Normal
Author affiliation	Insert the same superscript number for authors from the same ¹ institution	Normal
Abstract	Arial 12, bold, left aligned, 6 pt spacing after	Heading 2
Abstract text	Arial, 11, justified, 250 words	Normal
Keywords	A list of up to either key words or phrases separated by commas	Normal
Introduction	Arial 12, bold, left aligned, 6 pt spacing after	Heading 2
Body of Text	Arial 11, justified, single spaced	Normal
Paragraphs	Double space between, not indented	Normal
Another level 2 heading	Arial 12, bold, left aligned, sentence case, 6 pt spacing after	Heading 2
<i>Level 3 heading</i>	<i>Arial 11, italics, left aligned, sentence case</i>	<i>Heading 3</i>
References	Arial 12, bold, left aligned, sentence case, 6 pt spacing after	Heading 2
In-text reference	APA Style	(Normal, date)
Reference list	APA Style	Reference list
Tables Title	<i>Arial 12, bold, italics with Upper Case for Words > Four Letters, inserted above table</i>	Captions
In-table headings	<i>Arial 12, bold, italics, capitalise first word only</i>	Captions
Figures Title	<i>Arial 12, bold, italics with Upper Case for Words > Four Letters, inserted</i>	Captions

	<i>below Figure</i>	
Figure labels	<i>Arial 12, bold, italics, capitalise first word only</i>	Captions
Quotations (Short - fewer than 3 lines)	<i>Arial 11, italicised within text</i>	Quote
Quotations (long)	Arial 11, indented 1.27 cm from right and left margins	Indented quote
Lists	<ul style="list-style-type: none"> • Arial 11, bullets, or 	Bullet list
	<ol style="list-style-type: none"> 1. Arial 11, numbered 	Numbered list
Footnotes	Arial 9	Footnotes