TITLE (Cambria, 14 Bold)

Author name[[1]](#footnote-2)

**Abstract**

*The abstract will be 250-300 words, summarizing the main points of the paper: importance and motivation of the study, theoretical foundation, research questions, methodology, main findings. (Cambria, Italic, 12.)*

**Keywords**: 3-5 keywords, Cambria, 12

Formatting Instructions

Format and Style

1. **Introduction (Cambria, 12, bold)**

The text should be in clear, concise English. Please be consistent in punctuation, abbreviations, spelling (British vs. American), headings, and the style of referencing. Please make sure your text has been proofread with care.

 We recommend using the preset formatting styles included with this Word document to format your text, rather than changing layout settings in every place. In this way you will obtain maximum consistency in layout. This document conforms to the layout required, and you can therefore use it as a stylefile.

 This stylefile is set up on A4 paper, to conform to the requirements of the printers. Please do not change this to.

Fonts

The font for your manuscript should be Cambria.

 The text should be justified, and do not allow any matter (for instance, wide tables and figures) to go into the margins. Body text should be 12 pts, and Footnotes and References 10 pts. Apart from exceptions that will be mentioned below, all line spacing should be Multiple, at 1.3 p.

endnotes

Endnotes should be in 10 pt.[[2]](#endnote-2) Use the autonumbering facility, not manual numbering. This makes adding or deleting endnotes simple. They will appear after the text, before the reference section, as in this document.

Quotations

Quotations are 10 pt, and should be indented 0.4 cm on the left and on the right, with 6 pts space above and below the quotation. No quotation marks are necessary around such displayed quotations.

After long quotations, follow indentation or lack of indentation depending on whether a new paragraph is required.

Tables

Please centre tables on the page, unless it is necessary to use the full page width. Exceptionally large tables may be placed landscape (90° rotated) on the page, with the top of the table at the left-hand margin. Legends should be italicized, centred, 9 pts, above the table. Leave 12 pts above and below the table. An example of a table is given below.

Table 2. Vegetable colours

|  |  |
| --- | --- |
| *Vegetable* | *Colour* |
| Carrot | Orange |
| Leek | Green/White |
| Red pepper | Red |
| Parsnip | Off-white[[3]](#endnote-3) |

Figures and Photographs

Figures should preferably be embedded in the text (rather than supplied separately). If you are unable to embed the figures, supply them as glossy prints (for photographs) or good quality black line drawings, or as electronic files in TIFF, EPS or JPEG format only. The resolution of photographs should be 300 dpi and line drawings at least 600 dpi. We cannot accept images in formats such as CorelDraw, Harvard Graphics or Abode Illustrator.

 Ensure enough empty space is left in the text to fit in photographs or figures that are supplied separately. Legends for figures and illustrations should not be incorporated into the figure itself, and they should be listed in numerical order (headed as *Figure x. Title*). Legends should be italicized, centred, 9 pts, below the figure. Leave 12 pts above and below the legend. See Figure 1 below for an example.

Figure 1. Sample figure.

**References**

References appear at the end of the chapter. The font size should be 12 pts. Second and subsequent lines of each reference are to be indented by 0.4 cm. Please use APA style for references: citations in the text are given as (Author, date); some examples of bibliographic data are given below:

Antonio, A., Astin, H., & Cress, C. (2000). Community service in higher education: A look at the nation’s faculty. *Review of Higher Education, 23*(4), 373-398.

Morison, S.E. (1936). *Harvard College in the seventeenth century*. Cambridge, Massachusetts: Harvard University Press.

Baldwin, R. G. (1996). Faculty career stages and implications for professional development. In D. Finnegan, D. Webster, & Z. F. Gamson (Eds.) *Faculty and faculty issues in colleges and universities* (2nd ed.). Boston, MA: Pearson Custom Publishing.

1. Scientific title, affiliation, contact details, e-mail (Cambria, 10) [↑](#footnote-ref-2)
2. Use style SenseEndnote for endnote text. This has a hanging indent of 0.4 cm. The endnote number is followed by a tab character.

Quotation in endnotes should be formatted with the style SenseEndnoteQuote, as here. [↑](#endnote-ref-2)
3. style: SenseTable [↑](#endnote-ref-3)