

Abstract

You are required to provide a concise and factual abstract which does **not exceed 300 words**. The abstract should briefly state the purpose of your research, principal results and major conclusions. Some guidelines:

Abstracts must be able to stand alone as abstracts are often presented separately from the article.

Avoid references. If any are essential to include, ensure that you cite the author(s) and year(s).

Avoid non-standard or uncommon abbreviations. If any are essential to include, ensure they are defined within your abstract at first mention.

Keywords

You are required to provide up to 6 keywords for indexing purposes. Keywords should be written in English. Please try to avoid keywords consisting of multiple words (using "and" or "of").

We recommend that you only use abbreviations in keywords if they are firmly established in the field.

Formatting

Formats are described on the next page with examples.

Title (Times New Roman 14pt Bold)

Belinda M Yaris¹ and Chris Sherman² (Time New Roman 12, no prefix or suffix and title, i.e.- Prof, Dr. etc.)

¹Name of Organisation, City, Country

²Name of Organisation, Authority or Company, City, Country

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Abstract

Abstract should be in Times New Roman, 11 pt, Justified, Single Line Spacing, Paragraph- Before 6pt, After 0pt.

Abstract should be submitted in .doc or .docx format (Word 2007 or Higher).

Up to 6 keywords in alphabetical order, separated by commas which can be used for indexing purposes. Font should be Non-Italic, Times New Roman, 11 pt, Justified, Single Line Spacing, Paragraph- Before 6pt, After 0pt.

* The headings “***Abstract***” and “***Keywords:***” should be in Times New Roman, 12 pt, Bold and Italic, Single Line Spacing, Paragraph- Before 6pt, After 0pt, as shown here.

* The authors name and affiliations and email address should be in Times New Roman, 10 pt, Single Line Spacing, Paragraph- Before 6pt, After 0pt,

Page size and Margins

Set out the paper on **A4 size**, as shown here, with margins as described in Table 1.

Table 1. Margins to use in this paper

Margin	Size
Left	25mm
Right	25mm
Top and bottom	25mm