## SPECIAL ISSUE: Name of Special Issue here if applicable, All Caps, 10 point font, Helvetica (Heading 2)

# Title Here: Bold, 13 point, Centred, Helvetica (Heading 1)

### Author Name, Bold, 11 point, Helvetica (insert ‘REMOVED FOR PEER REVIEW’ for de-identified manuscripts)

Institutional Affiliation, 11 point, Helvetica (as above)

*Abstract written here with the word left aligned, all italics, 11 point font, Helvetica. 200 words is the standard for an abstract though due to this electronic format they can be somewhat longer if needed. Text can either be pasted directly into this document to retain formatting or existing documents can be formatted following this guide. The page one header will be completed with the appropriate volume number and year for the issue. Header on subsequent pages is the journal name followed by volume number, 9 point font, Helvetica, left aligned. Footer appears only on first page, which states the journal ISSN and copyright details. The appropriate year will be inserted at the end of the copyright details.*

**Keywords:** 4-6 keywords describing your paper

### Introduction

Text written here with the word left aligned, 11 point font, Helvetica. Each section subheading should be as for Author Name (**Bold, 11 point**), with first letters capitalised, and with 12 point space before and after. Spacing otherwise for text is single spacing, 0 points. Spelling is generally Australian rather than American; ise rather than ize for example. In-text referencing as per journal style guide. Examples might include “direct quotes from another source” (Smith, 2003, p. 121) and general references to related material (Jones, 2001; Buttner, 1998, 2000). Double quote marks with single quote marks inside a quotation, and “punctuation ‘inside’ close of quotations.”

Single space between paragraphs with no indentation. Block quotes should be indented:

1.1 from left and should be in 10 point font, left aligned and Helvetica. Block quotes do not need quotation marks and punctuation appears before any reference. (Jones, 2001, p. 12)

Footnotes should be kept to a minimum and if needed should be auto-inserted using the Word footnote feature, footnote after punctuation.[[1]](#footnote-1) Text should always run directly over onto following page.

### New Section: This is Almost It

Further directions if needed are available from either the journal style guide. Titles of publications referred to in text are *italicised*.

As below, references follow the style guide, and are indented 1.1, no line space between references. Page numbers are inserted using word function, appearing on second page, number only, on outer side of page, 10 point, Helvetica.

### Author Note

Authors should provide a brief bio note (50-100 words) outlining any relevant information such as position, major publications or research areas. Also included should be affiliation, postal and/or email address. (REMOVED FOR PEER REVIEW in de-identified manuscripts).

### Acknowledgements

Authors may also include a brief acknowledgement to provide thanks for assistance, funding sources etc.

### References

Buttner, T. (1998). *Writing Papers for Publication*, Canberra: Canberra Press.

Jones, M. (2001). What constitutes a block quote: tips from the field. *Journal of Quoting*, *12*, 10-17.

Smith, S. (2003). Speaking About Referencing Styles. In B. Barker (Ed.), *The Handbook of Referencing* (pp. 10-17). New York: Referencing Press.

1. Footnotes are numbered consecutively, using the footnote function in Word, and in 10 point, Helvetica, left aligned. [↑](#footnote-ref-1)