**Title – 14pt, bold, centred, sentence case, followed by 18pt spacing**

Author(s) details – 12pt, centred, title case, given name, surname, affiliation(s) followed by 18pt spacing.

**Abstract**

*12pt, italics, justified, indented 1cm from left and right margins, followed by 18pt spacing. Word limit of 150 words. 12pt, italics, justified, indented 1cm from left and right margins, followed by 18pt spacing. Word limit of 150 words. 12pt, italics, justified, indented 1cm from left and right margins, followed by 18pt spacing. Word limit of 150 words. 12pt, italics, justified, indented 1cm from left and right margins, followed by 18pt spacing. Word limit of 150 words. 12pt, italics, justified, indented 1cm from left and right margins, followed by 18pt spacing. Word limit of 150 words. 12pt, italics, justified, indented 1cm from left and right margins, followed by 18pt spacing. Word limit of 150 words.*

**Section headings ‐ 12pt, bold, sentence case, left aligned, no numbering. 12pt space before and after heading. Do not number.**

No indent. Body text font – 12pt, single‐spaced, justified followed by 1 line space between paragraphs. No indent. Body text font – 12pt, single‐spaced, justified followed by 1 line space between paragraphs. No indent. Body text font – 12pt, single‐spaced, justified followed by 1 line space between paragraphs. No indent. Body text font – 12pt, single‐spaced, justified followed by 1 line space between paragraphs.

*1st level subheading – 12pt, italics, sentence case, left-aligned. 12pt space before and after heading. Do not number.*

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2nd level of subheading ‐ 12pt, sentence case, left-aligned. 12pt space before and after heading. Do not number.

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**References**

References and citations – APA (7th Edition) referencing style. Each item is a separate paragraph using hanging indent paragraph style with 6pt after paragraph.

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Footnotes[[1]](#footnote-1) 10pt, numbered and appear at the foot of the page on which the reference appears.

***Table & figure captions, 12pt, bold, italics sentence case, centred under figure or table.***

Footer – 10pt, left aligned, same on all pages containing the title, submission type (case study or emerging initiative) and page numbers –10pt, bottom of page, right-aligned

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