PAPER TITLE [Tahoma 14, bold, centred, Upper Case]

Author Name1, Author Name2 [Tahoma, 12-point, bold, centred]

1Author Affiliation (Institution, COUNTRY) [11-point, italic, centred]

2Author Affiliation (Institution, COUNTRY) [11-point, italic, centred]

# Abstract

The abstract should be no more than 100 words [Tahoma, 11-point, left justified alignment]

Your limit is 3,000 words (for Papers and Panels), 4,000 words (for Symposia), and 1,000 words (for roundtables). All word counts are inclusive of abstract, keywords, figures, tables, and reference list. All pages should be Letter size (not A4) with portrait orientation. The top, bottom, right, and left margins should be 2.5 cm (1 inch). All the text must be in one column and Tahoma font, 11-point font, and single-spaced. **Please note: The formatting generally follows** [**APA 7**](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html) **except for single-spacing and no running head**

Keywords: Innovation, technology, research projects, etc. [Tahoma 11-point, left justified alignment]. List 3-5 keywords.

[indent first sentence] Consistent with APA formatting, the introduction needs no title. In your introduction tell us about your paper; get us excited enough to read it. Don’t confuse or bore us with jargon and run-on sentences. Provide a rationale, purpose, context.

# Level 1 Heading: A

[indent first line] Your first heading will likely be related to context, prior literature, rationale, purpose etc. Or it could relate to something entirely different.

## Level 2 Heading: A

[indent first line] You may have a subheading under your first heading related to literature or what have you.

# Level 1 Heading: B

[indent first line] This next section may relate to methodology, modes of inquiry, questions, theoretical or conceptual framework, or your choice. Your headings are up to you. Please use them as guides for the reader. If you did do an empirical study you must certainly have a methodology section of sorts (either here or the next section). We want to know how you did what you did!

## Level 2 Heading: B

[indent first line] You’ll likely have a subheading in this section. Please do not number manually the sections and subsections

***Level 3 Heading: B***

[indent first line] You may even have three levels. It is advisable not to go beyond three levels. If you must have more levels, consult the good people at [Purdue OWL writing centre](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html) to make sure you’re getting your APA right.

# Level 1 Heading: C

[indent first line] If Section B was a theory section and you still haven’t presented your methodology, use this section here to do so. Otherwise, this is likely where you present your findings, results,observations under whichever titles make most sense for your paper (whether it is empirical or conceptual). Again, your headings are up to you. Think about your reader and what helps them.

## Level 2 Heading: C

[indent first line] You’ll likely have a subheading in this section

### Level 3 Heading: C

[indent first line] Maybe in this section or another you have a table or figure. Tables and figures should be centred and are numbered independently, in the sequence in which you refer to them in the text. We’ll likely reformat these but, for now, place them in the text and we’ll follow up if we need separate copies of the files. Figure captions should be below figures and graphics should be accompanied by a legend; table heads should appear above tables. [Captions should be in 10-point font]

Table 1: Caption for the table

|  |  |  |  |
| --- | --- | --- | --- |
|  | Heading 1 | Heading 2 | Heading 3 |
| One | 1 | 2 | 3 |
| Two | 4 | 5 | 6 |



Figure 1: Caption for the figure

# Level 1 Heading: D

[indent first sentence] You could end here and this final heading could be called Conclusion, Conclusions, Concluding Remarks. Alternatively, this could be a Discussion section with subheadings also. We like it when authors also use this space to reflect on their methodology or conceptual framings, whichever is applicable.

# Level 1 Heading: E

[indent first sentence] If you didn’t end in section D you’ll likely end in section E, perhaps with recommendations.

# References

References should be cited according to APA 7th Edition guidelines. Examples of some

 citations are below and many “brief guides to APA style” are available on the web:

Alred, G. J., Brusaw, C. T. & Oliu, W. E. (2009). The business writer’s handbook. St Martin's Press.

Easton, B. (2008). Does poverty affect health? In K. Dew & A. Matheson (Eds.) Understanding health inequalities in Aotearoa New Zealand (pp. 97-106). Otago University Press.

Flesch, R. (n.d.). How to write plain English. http://www.mang.canterbury.ac.nz/writing\_guide /writing/flesch.shtml

Li, S., & Seale, C. (2007). Learning to do qualitative data analysis: An observational study of doctoral work. Qualitative Health Research, 17(10), 1442-1452. https://doi.org/10.1177/1049732307306924