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**Abstract**

This is an example of how to format an abstract. The title is Times New Roman 10 point bold, indented by 1 cm. The text is Times New Roman 9 point, with a first line indent of 1 cm. The abstract is a single paragraph which may be up to 300 words long. It should not contain information not included in the paper. The abstract may not contain references, equations or the word ‘we’. Write ‘the paper’, not ‘this paper’.

## INTRODUCTION

This is an example of how a paper for the Proceedings Series should be formatted. The text above shows how the running head, title, subtitle (if applicable), author names and affiliations, and abstracts should be formatted. The heading immediately above this paragraph is a first level paper heading; it is Times New Roman 10 point regular capitals. The body text of the paper is Times New Roman 10 point regular, with a first line indent of 1 cm.

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TABLE 1. EXAMPLE TABLE

|  |  |  |
| --- | --- | --- |
| Column 1 | Column 2 | Column 3 |
| Align text left | Centre text | Centre text |
| Align text left | Centre text | Centre text |

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## BIBLIOGRAPHY

*FIG. 1. Chart showing the number of words in each section of this example paper.*

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Footnotes[[1]](#footnote-2) should be used only where necessary. They should be inserted at the end of each page, and not at the end of the paper as endnotes.

ACKNOWLEDGEMENTS

The heading of the acknowledgements section is Times New Roman 10 point bold capitals, centred. The acknowledgements section is an optional section and can be used to list funding bodies and other sponsors of the research, and to mention people who supported the research but whose contribution was not of a type to merit authorship of the paper.

References

1. AUTHOR, A., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).
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3. LETTER-WRITER, A., Organization, personal communication, Year.
4. RESEARCHER, A., Organization, unpublished data.
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1. AUTHOR, A., “Paper title in sentence case”, Conference Title in Title Case (Proc. Int. Conf. Place of Conference, year), Publisher, Place of Publication (Year).
2. PRESENTER, A., “Title of presentation in sentence case”, Paper No., paper presented at Organization seminar on subject, Location, year.
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BIBLIOGRAPHY

AUTHOR, A., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

— Title of Book by Same Author in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

AUTHOR, A., AUTHOR, B., Book Title in Title Case, Series No. if applicable, Publisher, Place of Publication (Year).

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1. Text in a footnote is Times New Roman 9 point regular. [↑](#footnote-ref-2)