

## **Guidelines for the Preparation of an Outline Paper**

Outline Papers should be in Word format, no more than two A4 pages (including figures and tables). This format must contain adequate information to achieve a sound referee review. Layout and Style A Microsoft Word document which contains the following details:

**Title** 14pt. Arial; Bold; First Letter in Each Word in Capitals

**Authors Name(s)** 10 pt. Arial

**Address** 9 pt. Arial

**Keywords** 9 pt. Arial

**Main Text** 11 pt. Arial Line Spacing Single

**Headings** 12 pt. Arial; Bold

**Sub-Headings** 11 pt. Arial; Bold

**Paragraphs** First line of first paragraph not indented. All other first lines of paragraphs indented

**Figure/Table** Title 9 pt. Arial

**Units of Measurement** SI system

**References** 9 pt Arial; Harvard style