

Author Guidelines for Proceedings

When submitting, in Comments to the Editor, please provide the following:

- Affirmation that the submission has not been previously published and has not been submitted to or is not under review by another publisher.
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- Affirmation that the submission has not been previously published and has not been submitted to or is not under review by another publisher.

Format

The submission file must be in OpenOffice, Microsoft Word, or RTF document file format. Authors have followed the instructions in the "[Ensuring a Blind Review](#)" document (available in the submission upload area) to ensure that a blind copy of their article has been submitted. Author identification must be removed from the properties of the file. While the title should appear at the top of the first proceeding page, no reference to the author(s) should appear there or at any other place in the proceeding. Authors must also delete their names from any references and citations, and have inserted "Author" in its place. Titles of published works by the authors must be replaced with "Deleted for Peer Review."

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Style Guide

The text adheres to the APA stylistic and bibliographic requirements. Please use the most current [APA style](#) guidelines and ensure the accuracy of all references and that any references cited in the text also appear in the list of references. Where available, URLs and DOIs for the references should be provided and linked. Where possible and consistent with APA, we encourage titles to be linked as opposed to URLs to support web accessibility standards. Page numbers must be provided for all direct quotes. Prepare an unnumbered reference list in alphabetical order by author. If there is more than one article by the same author, list the most recent paper first. References should include the names of all contributing authors. Ensure that all references are accurate and that any references cited in the text also appear in the reference section.

Layout

Please make the layout of your submission as simple as possible. Paper size is letter and margins are 2.54 cm (1.0") for top, bottom, left, and right.

Text

For the body of your document, use Arial font, 11-point type size, single-spaced. The whole document should be left-justified. The text should be divided under headings and subheadings as per APA. Please use preformatted heading styles (e.g, Heading 1, Heading 2, etc., and not simply formatting font manually) to support improved web accessibility. As per APA, please ensure the URLs in references are hyperlinked. If authors choose to provide URLs for other purposes, consider hyperlinking text rather than writing out the URL to support web accessibility.

Tables, Graphs, and Figures

Minimum 9-point type size, all captions should be upper- and lower-case, bold, and centred. They must be placed in the correct location within the article. Colour may be used.

Image Guidelines

- **Format:** PNG (preferred), JPEG, SVG, TIFF: Common format for pictures (containing no text or graphs). Images should be between 72-100dpi.
- SVG and EPS are preferred formats for graphs and line art (retains quality when enlarging/zooming in).
- **Placement:** Figures/charts and tables created in MS Word should be included in the main text rather than at the end of the document. Figures and other files created outside Word (i.e., Excel, PowerPoint, JPG, TIFF, EPS, and PDF) should be submitted separately. Please add a placeholder note in the running text (i.e., "[insert Figure 1.]")
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Each article in the reference list should include the DOI, if available. If no DOI has been issued, the URL should be included in the reference and linked.

Notes, if necessary, must appear at the end of the article, before the reference list, as endnotes. Footnotes are not accepted.

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Any acknowledgements should appear first at the end of your article prior to your Declaration of Conflicting Interests (if applicable), any notes and your References.

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