Title

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| --- | --- | --- | --- |
| First Author  Student Number  Subject Code  contact@contact.edu.au | Style is Times New Roman 10 Bold  Style is Times New Riman 10  same as above  same@as.above | Single Space, 0pt before/after  Single Space, 0pt before/after  same as above  same@as.above | Fourth Author  Student Number  Subject Code  contact@contact.edu.au |

Executive Summary (Times New Roman 12, Bold, Single Line, 20pt before, 10pt after)

This template has been adapted from the template used at the Association of Internet Researchers annual general conference. The maximum executive summary length is 200 words. Do not use references or images in the executive summary. Executive summary style is Times New Roman 10, single space, 0pt before and 10pt after the text.

# *--- page break*

# Subtitle 1 (Times New Roman 12, Italics, Bold, Justified Left, Single Line, 0pt before 10pt after)

Your text starts here. The length of 2000 to 3000 words, including executive summary, author information, table, captions and references. Please make sure your text is not behind or beyond that. Penalties may be applied.

It is important that all authors strictly follow the guidelines.

Normal text style is Times New Roman 11, Justified, Single Line, 0pt before, 10pt after, with no indentation.

## **Subtitle 2 (Times New Roman 12, Bold, Aligned Left, Single Line, 0pt before 10pt after)**

Text continues normally after section breaks.

Australian English should be used as the standard for spelling, grammar, and punctuation, generally following APA style. The words “internet,” “web,” and “website” should not be capitalized.

Use *italics* for *Brand Names* and words in other languages, *lenguas, langues, línguas*. Use **bold** for **emphasis** but use sparingly.

Short quotations *“are included in the main text, in normal paragraph style, between double quotes and italicized.”* All quotes should be properly referenced. Always use the “APA Style for references” (Author, year).

Long quotations (over 40 words, or 3 lines of length) must be Times New Roman 11, Justified, Single Line, 0pt before, 10pt after. The first line is not indented, but the wholequotation receives a left and right indentation of 0.5 inches. Indented quotations should not receive double quotes. (Author, year, p. x).

Text continues normally after long quotations. Don’t add line spaces before or after them.

## **Subtitle 3 (Times New Roman 11, Bold, Aligned Left, Single Line, 0pt before 10pt after)**

Excessive subtitling should be avoided. Do not use level 3 subtitles unless necessary.

Two types of lists: numbered lists, and bulleted lists.

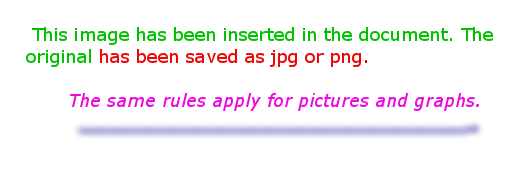
1. Numbered lists (Times New Roman 11, Aligned Left, Single Line, 0pt before, 10pt after. Not indented. **Hanging 0.25 inches**).
   1. Items in numbered lists should start in Capitals. The second level should be **indented 0.25 inches. Hanging 0.30 inches**.
      1. The third level is **indented 0.5 inches.** **Hanging 0.75 inches**.

Text continues normally after numbered lists.

* Bulleted lists have the same Style as numbered lists (Times New Roman 11, Aligned Left, Single Line, 0pt before, 10pt after. Not indented. Hanging 0.25 inches);
  + Lists with various levels should preferably be numbered. The second level should be **indented 0.25 inches. Hanging 0.30 inches**.
    - Third level is **indented 0.5 inches.** **Hanging 0.75 inches.**

Text continues normally after bulleted lists.

Figures should be placed in the text, not at the end. Figures must be explicitly mentioned in the text (Figure 1). Images should be **centered**. If your picture does not have enough white margin, add a line space before it.



**Figure 1:** Figure captions should appear below the image (Times New Roman 9, Aligned Left, Single Line, 0 pt before, 12pt after, no indentation).

Text continues normally after pictures. Don’t add line spaces after picture captions.

Make sure all Tables are explicitly referred in the text (Table 1).

**Table 1:** Table captions appear immediately before the table (Times New Roman 9, Aligned Left, Single Line, 0 pt before, 12pt after, no indentation). There is no line space or other interval between the caption and the table.

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| --- | --- | --- | --- | --- | --- |
| **Table Headers** | **Arial 9, Bold** | **Single Line** | **Centered** | **4pt before** | **4pt after** |
| Table Cells | Arial 9 | Single Line | Centered | 4pt before | 4pt after |
| Table Cells | Arial 9 | Single Line | Centered | 4pt before | 4pt after |
| Table Cells | Arial 9 | Single Line | Centered | 4pt before | 4pt after |

Add one normal paragraph space after tables. After that, text continues normally (Times New Roman 11, Justified, Single Line, 0pt before, 0pt after, first line indented 1,25cm).

# References (Times New Roman 12, Italics, Bold, Justified Left, Single Line, 0pt before 10pt after)

References are optional but if you have references, they should be APA Style and Times New Roman 10, Aligned Left, Single Line, 0pt before, 6pt after, hanging 0.5 inches).

Author, N. (YYYY). The reference content. We recommend using of EndNote for creating your references list and organizing it. You can download EndNote from university library: https://library.unimelb.edu.au/recite/reference-management-software/endnote