**Required Paper Format**

**Paper Title:**
The title of the paper.
Format: Times New Roman, 12 point font, bold, centred.
Do not write the heading "Paper Title".
Leave one line space.

**Authors’ Names:**
If authors are from the same institution:
List each author: include first name in full, middle initial followed by a period, family name, insert a comma then type the author’s institution, insert a comma then add the author’s country.

*Donald F. Turner, and Debbie E. Edwards,*
*University of Chicago, USA*

If authors are from different institutions:
List each author separately if from different institutions. Include title, first name in full, middle initial followed by a period, full family name, insert a comma then type the author’s institution, insert a comma then add the author’s country. Repeat this for each author.

Example:

*Gerald E. Roberts¹, Jane R. Stellar², and Kitty Johansson¹*
¹ *University of Western Sydney, Australia, ² University of Leipzig, Germany*

Format: Times New Roman, 12 point font, bold, centred. Institution and country only are to be italicised. Leave one line space.

**Abstract:**
Include your final abstract.
Format: Times New Roman, 9 point font, justified, indented 1cm on each side.
Do not write the heading “Abstract”.
Leave two line spaces.

**Paper:**
General formatting:
A strict maximum manuscript length of **10 single-spaced typed pages**
Margins of 2cm on top, bottom and sides.
No page numbering.
No headers or footers.
All new paragraphs are to be indented by 5 spaces.
Format: Times New Roman, 10 point font, fully justified.
APA format throughout (unless specified otherwise).

**Headings:**
Level 1 format (major headings): Times New Roman, 10 point font, bold, centred. Mixed upper/lower case. Leave one line space.
About the Authors:
This section is to be located at the end of the paper, before the references.

Type ‘About the Authors’.
Format: Times New Roman, 10 point font, bold, left justified. Leave a line space.

Then include a paragraph ‘About the Authors’.
Format: Times New Roman, 10 point font, justified. Leave a line space between each author and after last author.

Example:

About the Authors

Associate Professor Warren Maxwell is a registered psychologist with experience and interest in working with children with learning difficulties. Previous published research includes investigating the social and personal experience of adolescents with AD/HD, and the transition to school for young children.

Dr Alexander Duncan is…….

Contact Details:
Include this section next.
Type ‘Contact Details’.
Format: Times New Roman, 10 point font, bold, left justified. Leave a line space.

Then include a ‘Contact Details’ paragraph as per the example include name address, email, phone and fax.
Format: Times New Roman, 10 point font, left justified.

Contact Details

Associate Professor Warren Maxwell
Lecturer
Department of Psychology
University of Sydney
Address 1
Address 2
Sydney NSW 2000
Australia
Email:
Phone:
Fax:
**References:**
References are to be formatted in APA style with hanging indent as follows:

References


**Tables and Figures:**
All tables and figures are to appear at the end of paper after references within the document. Tables and figures are to be numbered independently ie Table 1, Table 2, Table 3 and Figure 1, Figure 2 etc. Tables and figures are to be referred to as follows:

‘Refer to Table 5’ or ‘Table 5 shows that….’ Etc

Tables and figures are not to be referred to as: “the figure/table above” or “the figure/table on page 12”.

Tables and figure headings are to be formatted in Times New Roman, 10 point font italics, left justified.

Example:
*Table 3.9. Male and Female Correlations.*