

Article

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Please include your name, contact address, phone number and email address on a separate sheet of paper.

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Please include an abstract on a separate page between 100 and 150 words and a short biographical note of the author(s).

Abstract (*between 100 and 150 words*)

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Biographical Note (*up to 75 words*)

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Style guidelines

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|--------------------------|---|
| Font | Times New Roman, 12 point |
| Margins | 2.5cms (1 inch) |
| Headings | please indicate the level of the sections as follows: First level: should be bold Second level: should be bold and italics Third level: should be italics Fourth level: initial cap only. Text continues on after full stop. |
| Spaces | Use only one space after periods, colons, exclamation points, question marks, quotation marks – any punctuation that separates two sentences. |
| Dates | When writing dates, put day first, then month and year eg 12 June 2012. Omit <i>th</i> after day numeral. |
| Numbers | Spell out cardinal numbers from one to nine. From 10 on, use figures. |
| Keywords | Please provide five key words based on the theme of your article. |
| Reference style | American Psychological Association (APA) |
| Web references | On-line references should include the date the page was accessed. |
| Graphs / Pictures | All graphs / pictures / figures should be high resolution files. |

Please note:

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If your article is accepted for publication, the INTO will copy-edit and typeset prior to publishing.