THE–ICE IPoE (International Panel of Experts) Forum
Paper Submission Guidelines – Academic Paper Review

Format

All written papers to be submitted as a Microsoft Word document

Page Layout

Portrait Orientation with all margins being 2.5 cm

Spacing

Single spacing, with a single line between all paragraphs, headings, etc

Font

- Major headings (left aligned) **<u>BOLD & UNDERLINED CAPS</u>** – Calibri 14 pt
- Sub-headings (left aligned) **<u>BOLD & UNDERLINED CAPS</u>** – Calibri 12 pt
- Further sub-headings, if applicable (left aligned) **<u>Bold & Underlined Lower Case</u>** – Calibri 11 pt
- Further sub-headings, if applicable (indented 2cm) <u>Underlined Lower Case</u> – Calibri 11 pt
- Text (justified) Calibri 11 pt throughout
- Tables (clearly labelled and centred) Calibri 10 pt

Major Sections

- Title
- Abstract (of not more than 500 words)
- Keywords (3-6 words only)
- Main body (Introduction, Literature Review, Methodology, Findings, Conclusion)
- References

References

References should follow the format and style described in APA (6th edition)

Other

Tables and figures (300dpi) should be clearly labelled, in the format and style described in APA (6th edition) and suitable for direct reproduction

Everything that is not specified herein is to follow the format and style described in the Publication Manual of the American Psychological Association (APA, 6th edition)

Title & Author/s Details

Include a cover page with paper title, but *ensure all authors, affiliations and contact details are excluded* (to ensure anonymity for the blind peer review process) – these can be included in your email when submitting.

Ensure the automatically saved 'author' name is removed from the metadata (automatically saved by Microsoft)

> To remove in MSWord 2010: File → Prepare for sharing → Inspect document
> In earlier versions: File → Properties → Summary tab

Publication

Submitted papers must be original and unpublished elsewhere – please ensure you also submit the properly completed THE-ICE Transfer of Copyright Agreement with your paper.

Papers are unable to be accepted if not formatted as above
and will be returned to the author for formatting