**<TITLE> STYLE GUIDE FOR SUBMISSION OF PAPERS TO THE IPOE FORUM 2017**

**MAJOR HEADINGS BOLD & UNDERLINED CAPS – Calibri 14 pt (left aligned)**

(to be read in conjunction with [paper submission guidelines](http://the-ice.org/wp-content/uploads/2017/03/ipoe2017_paper_submission_guidelines_full_academic_papers.pdf) frame of reference)

**ABSTRACT**

Abstract of not more than 500 words

Text (justified)

Calibri 11 pt throughout

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

**KEYWORDS**

3-6 words only

Text (justified)

Calibri 11 pt

**THEME**

*Please select one of the five sub-themes available on ‘*[Call for Papers](http://the-ice.org/events/ipoeforum2017/callforpapers/)*’*

Text (justified)

Calibri 11 pt

**KIND OF SUBMISSION**

*Example:**Paper / working paper / poster*

Text (justified)

Calibri 11 pt

**INTRODUCTION**

**•** Sub-headings (left aligned) BOLD & UNDERLINED CAPS **CALIBRI 12 PT**

• Further sub-headings, if applicable (left aligned) Bold & Underlined Lower-Case **Calibri 11 pt**

• Further sub-headings, if applicable (indented 2cm) Underlined Lower-Case **Calibri 11 pt**

Text (justified)

Calibri 11 pt

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

**LITERATURE REVIEW**

Text (justified)

Calibri 11 pt throughout

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

**METHODOLOGY**

Text (justified)

Calibri 11 pt throughout

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

Tables (clearly labelled and centred) Calibri 10 pt

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

**FINDINGS**

Text (justified)

Calibri 11 pt throughout

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

Tables (clearly labelled and centred) Calibri 10 pt

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

**CONCLUSION**

Text (justified)

Calibri 11 pt throughout

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

**REFERENCES**

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

Text (justified)

Calibri 11 pt throughout