



E-Journal guidelines for submission:

Submission	Please submit your article in Microsoft Word through the e-journal website [insert link]
Review	All articles will be reviewed by an independent reviewer along with editorial comment. The editors’ decision regarding acceptance will be final. Feedback and proofs will be sent to the first author.
Must include:	Separate cover page with title, authors’ names, affiliation to any organization or institute and contact email address
	Brief abstract (100-150 words), key words and a reference list (APA 6 th Edition).
May include	Brief acknowledgments – at the end of the text and before the reference list
Total word count	2,500 – 3,500 words (not including the abstract, key words or references). Longer articles may be submitted if prior approval is gained from the editors

General Format Requirements for Article Submission

Active ‘Voice’	Use the active voice rather than the passive
Language	Remove all bias in language
Font – normal text	Times New Roman 12 point
Margins	2.54cm - On both sides and top and bottom
Text justification	Left
Line spacing	1
Space between sentences	Use two spaces after a full stop.
Space between paragraphs	Double spacing
Article title (Heading style 1)	Centred, bold, first letter of important words capitalised, font size 16 point.



Sub heading (Heading style 2)	Flush left, bold, first letter of important words capitalised, font size 14 point.
Sub-sub heading (Heading style 3)	Indented (1 cm), bold, first letter of first word capitalised, and end with a full stop/period, font size 12 point.
Quotations	Fewer than 40 words – enclose in double quotation marks within the text More than 40 words – in a block of text indented 5 spaces from left with no quotation marks and no italics.
Tables	Place each table in the text closest to where you describe it. Table captions (8pt) go above the table, are left justified and written in italics.
Figures	Place each figure (e.g. photograph, chart, graph and/or model) in the text closest to where you describe it. Figure captions (8pt) go below the figure, are left justified and written in italics.
Reference List	Use a hanging indent and single line spacing within each reference and a double space between references.
Confidentiality	No actual names or identifying information to be used unless you state that you have permission