

## Guide for the Preparation of PGR Workshop Proposals

### Abstract

Follow the guidelines carefully in formatting your proposal. Use font size 12, Times New Roman and 1.5-point line spacing; with 6 points before and after each paragraph. Proposals should be structured as follows: 1) problem definition; 2) literature review; 3) conceptual development; 4) proposed methodology; 5) anticipated results; and 6) references (replace this file's first level-headings with this structure). The abstract should be between 100 and 150 words.

### Writing Style

The proposal must be written in the third person and in British English (i.e., colour rather than color or organisation rather than organization). Authors should use straightforward declarative sentences, making every effort to help readers understand the concepts presented. Please explain any acronyms or abbreviations clearly.

### Manuscript Length

Your proposals must not exceed 1000 words and not less than 800 words excluding references. Maintain standard margins of 1 inch left, right, top and down.

### Typeface

Authors must use **Times New Roman** typeface throughout.

### Headings

Please see the table below for details of how to format headings.

<b>Headings</b>			
<b>Heading level</b>	<b>Example</b>	<b>Type size, style and line spacing</b>	<b>Paragraph Spacing</b>
Title (Align left)	<b>Type Theory</b>	Title case, 13 point, bold font	0 point before, 5 point after, single spaced
Author's name (align left)	R. L. Constable	Title case, 10 point, normal font	5 point before and after, single spaced
1 <sup>st</sup> -level heading	<b>1 Introduction; References</b>	Sentence case, 12 point, bold font	10 point before and 5 point after, single spaced
2 <sup>nd</sup> -level heading	<b>2.1 Heading</b>	Sentence case, 12 point, bold font	5 point before and after, single spaced
3 <sup>rd</sup> -level heading	<b>Typing rules.</b> Text follows	Sentence case, 12 point, bold font	5 point before and after, single spaced
4 <sup>th</sup> -level heading	<i>Remarks:</i> Text follows	Sentence case, 12 point, italic font	5 point before and after, single spaced
Normal text	This is an example of	Sentence case, 12 point, normal font	5 point before and after, single spaced

normal text.

Figure heading (Align left)	<b>Fig. 2.</b> An example	Sentence case, 12 point, bold font for word "Fig" and number	5 point before, 10 point after, single spaced
Table heading (Align left)	<b>Table 1.</b> An example	Title case, 12 point, bold font for word "Table" and number	10 point before and after, single spaced
Table text	This is an example of text in a table.	Sentence case, 10 point, normal font	0 point before and after, exactly 10 pt spacing

## Tables and Figures

Tables and figures should be incorporated directly into the text, centred between the margins specified above. Larger tables or figures may be presented in landscape format. All tables, figures or other illustrations should be original. Please do not incorporate material scanned from other sources. A figure or table may precede the reference to it in the text. No figure or table should be after the References section.

**Figures.** Normally, figures will be black line reproductions. Please number figures consecutively (word "Fig." and the title of the figure in bold). Align to left below the figures.

**Tables.** Type all parts of tables in 12-point type and 1.5 line spacing. Align left table captions above tables (word "Table" and number of the table in bold) and number tables consecutively using Arabic numerals (1, 2, 3). Always type the word "Table" in full when making reference to it in the text.

## Page Numbering

Do a centred numbering of your pages

## Referencing and Citation

Format in the text and at the end of the text using the APA Publication Manual (7th Edition). Bibliography is not permissible.