





Fig.1: Page size and margins.

Table 1: Summary of formatting details

	Font and Style	Line and Paragraph Spacing
<b>Header</b>	Font: Arial, 9 pt	Justification: centred Line spacing: Single, 0 pt before, 18 pt after (no spacing between paragraph of same style)
<b>Title</b>	Font: Arial, 12 pt, 'All Caps', bold	Justification: centred Line spacing: Single, 0 pt before, 6 pt after
<b>Author(s) and Affiliation(s)</b>	Font: Arial, 9 pt	Justification: centred Line spacing: Single, 0 pt before, 6 pt after (no spacing between paragraph of same style)
<b>Section headings</b>	Font: Arial, 10 pt, 'All Caps', bold	Justification: justified Line spacing: Single, 0 pt before, 6 pt after
<b>Sub-Section headings</b>	Font: Arial, 10 pt, italic, bold	Justification: justified Line spacing: Single, 0 pt before, 6 pt after
<b>Body text</b>	Font: Arial, 10 pt	Justification: justified Line spacing: Single, 0 pt before, 6 pt after
<b>Table captions</b>	Font: Arial, 9 pt	Justification: justified Line spacing: Single, 0 pt before, 0 pt after
<b>Table text</b>	Font: Arial, 9 pt	Justification: left or centred Line spacing: Single, 2.5 pt before, 2.5 pt after
<b>Figure captions</b>	Font: Arial, 9 pt	Justification: centred Line spacing: Single, 0 pt before, 6 pt after



