



Written Submission Format Requirements

- Font – Times New Roman, 12pt unless specified.
- Page format - A4 portrait, all margins 2.54cm
- Paper title – 14pt, bold, centred, sentence case, followed by 18pt spacing.
- Author details – 12pt, centred, title case, given name, surname, faculty or school or department & institution. 18pt spacing following all details but not between lines. If more than one author from same institution / department please provide these details only once.
- Abstract – 12pt, italics, fully justified, indented 1cm from left and right margins, 1 paragraph followed by 18pt spacing. Word limit is 150 words.
- Section headings
 - 1st level / section heading - 12pt, bold, sentence case, left aligned, no numbering. 12pt space before and after heading.
 - 2nd level subheading – 12pt, italics, sentence case, left aligned. 12pt space before and after heading. Do not number subheadings.
 - 3rd level subheading - 12pt, sentence case, left aligned. 12pt space before and after heading. Do not number subheadings.
- Body Text and size – 12pt, single-spaced, fully justified. 12pt spacing after each paragraph.
- References and citations – Please use APA referencing style. A simplified guide is available at <http://www.citewrite.qut.edu.au/>. Please:
 - List references under a Section Heading “References”
 - Use ‘hanging’ indents to format the list of references
 - Provide long quotes (approximately 30 words or more) – as 12pt, indented 1cm from left and right margins, fully justified.
- Tables and figures – Captions in 12pt, bold, sentence case, centred under table or figure.
- Footer – 10pt, left aligned, same footer on all pages containing the following details: Paper title, submission type e.g. refereed paper, nuts and bolts, poster.
- Footnotes – 10pt, left aligned, should only be used for points of clarification not for references or citations. If used they should appear at the bottom of the page on which the relevant item appears. Please do not use endnotes.
- Page numbers – 10pt, bottom of page, right aligned
- Length (please note different requirements for each submission type)
 - **Refereed Papers** – only to be submitted to *Student Success* - not more than 12 pages in total including references.
 - **Good Practice Reports** – not more than 10 pages in total.
 - **Emerging Initiatives** – not more than 2 pages in total.
 - **Posters** – not more than 1 page in total.