

**The title of the paper must be in Arial, 12-point, Bold and centred.**

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**The author must be in Arial, 11-point, Bold and centred.**

**The institutional affiliation of the author must be in Arial, 9-point, Bold and centred.**

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**Abstract (Arial, 10-point, Bold, Align right)**

The body of the paper must be in Arial, 10-point, upper and lower case, left and right justified and single-spaced.

A space must be left between paragraphs.

Space

Tables and figures may be numbered sequentially, but this is not an absolute requirement. In either case the Figures and Tables should be inserted in the body text as close as possible after their first mention in the text. A space must be left above and below the Figures and Tables, as illustrated below.

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**References (Arial, 10-point, Bold, Align right)**

In Arial, 10-pt, references must be listed at the end of the paper in the order that they are referenced, as shown below. Text references should use the number and author's name (if necessary), for example, "According to Smith [1....]" or "The use of influence diagrams [2]....". The title of the book, journal or paper should be in italic. Examples are:

[1] Jones, J.P., 2009, *Data curation*, Printers Press, East London.