### Submission checklist

Ensure your submission uses this Word document as a template (unless another format has been agreed with the Editor)

Ensure you have an abstract and it is no more than 200 words.

Ensure your submission is within the appropriate word count limit:

* General academic submissions - 2,800-3,000 words for the main body (exc. abstract).
* Academic dissertations – 8,000 words for the main body (exc. abstract).

Remove your name and any other identifying information from the document to ensure anonymity for the double-blind peer review process.

Ensure your submission is edited according to the style guide below.

### Style guide

* Writing should be [concise](https://researchinsiders.blog/2015/06/12/10-tips-for-more-concise-writing/), with clear subjects and actions in every sentence.
* All text should be Sylfaen font with numbered pages.
* The title should be font size 24, headers should be 12pt, and the main text and abstract should be 11pt.
* Any headings should be clearly marked in bold.
* The main body of the text should use the line spacing 1.5.
* Notes to the text should be included as footnotes (not endnotes), and single-spaced in 10 point, Sylfaen font.
* For listing, use numbers 1, 2, 3, or round bullet points.
* Original texts’ names (e.g. books) should be in italic.
* Images, figures and tables should be properly cited where inserted, and included in the references. Any images, figures and tables need to be formatted in line with the text.
* Alternative texts for images and figures should be included.
* We require all submissions to follow [Harvard style referencing](https://www-citethemrightonline-com.uniessexlib.idm.oclc.org/category-list?docid=CTRHarvard)**.** However, in some cases, such as legal texts, other referencing styles can be used (e.g. [OSCOLA](https://library.essex.ac.uk/lawref)**)**.
* Use consistent verb tenses throughout your manuscript. Please follow the verb tenses explained at the bottom of this page before submitting to the journal.

*Document type (e.g. article, case study, etc.)*

Title

Author (full names)

University of Essex

# **Abstract**

Insert abstract here

**Keywords:** [Click here to add keywords.]

Heading 1

Insert text here

Insert text here

## Heading 2

Insert text here

Insert text here

### Heading 3

Insert text here

Insert text here

# **References**

Reference 1

Reference 2

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Notes:

Any images need to be in jpeg, png or gif format and require Alt-text.

Any table also requires Alt-text.