### 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.