### 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 (even if there is an introduction) and it is 200 words or fewer.

[ ]  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 (leave the author field blank on this template).

[ ]  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.
* When setting the format for the title, text and headings, use the Styles toolbar in this template. If you need to manually format text, use the following formatting:
	+ All text should be Sylfaen font and the pages should be numbered.
	+ The title should be font size 24, headers 12pt, and main text and abstract 11pt.
	+ Headings should be in bold and used hierarchically to denote related sub-content.
	+ The main body of the text should use the line spacing 1.15.
* Notes to the text should be included as footnotes (not endnotes), and single-spaced in 10-point, Sylfaen font.
* For lists, 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.
* Any images need to be in jpeg, png or gif format.

* [Alternative text](https://support.microsoft.com/en-us/office/add-alternative-text-to-a-shape-picture-chart-smartart-graphic-or-other-object-44989b2a-903c-4d9a-b742-6a75b451c669) is required for images, tables, and figures.
* 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)**)**.

*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.]

**Date of Submission:** xx.xx.xxxx **Date of Acceptance:** xx.xx.xxxx

## Heading 2

Insert text here.

### Heading 3

Insert text here.

#### Heading 4

Insert text here.

## References

Reference 1

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