### 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

## Acknowledgements

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## Example Heading 2

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### Example Heading 3

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#### Example Heading 4

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## References

Reference 1

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