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### 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 3000-word limit (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

* 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. If you do not require headings, submit your full work beneath Heading 2 within this template and remove the subsequent headings.
  + The main body of the text should use the line spacing 1.15.

### Where relevant:

* Notes should be included as footnotes, 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)**.** If you do not use any references, leave the references section of this template blank.

*Short fiction*

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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