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Abstract: This model paper contains information about the formatting requirements for the proceedings of this conference. Read this document carefully. Format your paper in Calibri 10pt throughout, using bold and italics as appropriate. Do not use any formatted styles other than bullets or numbers where required for lists. We will apply all other styles when the paper is typeset. The paper should not exceed 5000 words, including the abstract, figures and references, and references should be in the Harvard style (see below for further details). The abstract should be between 300-350 words. ***The overall length of the paper, including tables, diagrams, charts, abstract and references must not exceed 10 pages***. Page numbers will be added later by the typesetter.

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1. Heading (Style Heading 1): Generally Introduction or Background
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The proceedings are produced on A4 paper. The page margins are 2.54cm all round. Margins should be Fully Justified for main text, but Left Aligned for titles and headings. If you are using a Mac, please be aware that these settings may be adjusted in unexpected ways.

3. Typeset text
Use normal capitalisation within the text and do not use **bold face** for emphasis. Italics are acceptable. All headings should use initial capitals only, excepting when using acronyms (be sure to define all acronyms before use). Avoid the use of footnotes. Endnotes are not permitted and papers containing them will be returned. Font should be Calibri 10pt.

3.1 Title and authors (Style Heading 2)
In the paper title only, the first letter of all words of 4 or more letters should be capitalised. Titles should not exceed 12 words in length.

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Give first and last name, in that order. Do not use all caps. Email addresses should be given beneath, one per line and in the same order as the authors are listed. Please provide full first name and not just initials.

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The proceedings are delivered to conference participants in electronic format and therefore support colour figures. However, the book version is printed in black and white and therefore you are advised to refrain from using colours to deliver important information in your figures.

Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear below the figure. Use the word Figure in full, rather than Fig or F. Table captions should appear above the table.

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All figures should be centred on the page. Figures should be referenced in the text preceding the figure and captioned immediately below the figure.

Figure 1: This is how a figure should appear

Whilst every care is taken to ensure that figures are reproduced to a high standard, this does ultimately depend on them being supplied in the correct format.

4.2 Tables
Create tables using the table option of your word processing package. **Do not use tabs and spaces**. See the example below.

Table 1: A sample table

Sample table for illustration purposes		
	Heading text	Heading text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text

Tables should be set as "Autofit to contents" and centred on the page. If your table runs over two pages, please ensure that headings are also carried over. Do not allow rows to split across pages.

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With regards to spelling and dialect, we prefer you to use British English, but Canadian, US etc., are acceptable provided they are used consistently. Hyphenation is preferred. To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style;
- Try to avoid long or complex sentence structures;
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Please do not insert headers, footers or page numbers. Do not refer to page numbers in your text as these will be different when your paper is published. You can refer to section headings.

5.2 Acknowledgements

If you wish to make acknowledgements in your paper, these should appear immediately before the references at the end of the paper.

6. In conclusion

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References

References in the text should be as follows:

Nugus et al (2003) state that financial planning is an important function of any organisation.

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"financial planning is an important and essential activity in any organisation" (Nugus et al, 2003).

You should list up to three authors. If there are more than three then you reference the lead author followed by *et al*. Do not use square brackets [ ] and do not fully capitalise names.

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Brooks, I. and Weatherston, J. (1997) *The Business Environment: Challenges and Changes*, Prentice Hall, London.
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