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SUBHEAD 1 STYLE (SECTION TITLE, LEVEL 1)

Body Text 1st Para Style – used for first paragraph of main content under subheads

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Caption Style. Used for block quotes

Caption Style. Used for image captions (for example, Table 1. This is a caption)

Subhead 2 Style (Section Title, Level 2)

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Subhead 3 Style (Section Title, Level 3)

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Body Text Style – used for main content under subheads

Subhead 4 Style (Section Title, Level 4)

Body Text 1st Para Style – used for first paragraph of main content under subheads

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- This is a hanging indent.
- This is used for bulleted / numbered lists.
- Bullets / numbers can be added using the Word program.

REFERENCES (SUBHEAD 1 STYLE)

This is the reference section. Please use the References Style. Here is an example of a reference in APA style:

Roth, K., & Neidig, J. (2007). Title of chapter. In C. Coulson (Ed.), *Title of book that the chapter appears in* (pp. 19-29). Hershey, PA: Information Science Reference.

**KEY TERMS & DEFINITIONS (SUBHEAD 1 STYLE) (PLEASE REFER TO
AUTHOR CHECKLIST TO SEE IF THIS APPLIES TO YOUR SUBMISSION)**

This is the Key Terms & Definitions Section: Please use the Key Terms Style.