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Where possible, authors should prepare their manuscript using Microsoft Word, Times New Roman 12 point font. Manuscripts should be double spaced with adequate margins for referee comments.

An abstract of no more than 150 words should be included at the beginning of the article, followed by six (6) key words arranged in alphabetical order.

On a separate title page, authors should include:
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Tables and graphs:
All diagrams, charts and graphs should be referred to as figures and consecutively numbered. Tables should be kept to a minimum and contain only essential data. Each figure and table must be given an Arabic numeral, followed by a heading, and be referred to in the text.

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- Spell out a number or a year if it begins a sentence (e.g. 'Nineteen eighty four was a significant year for...')
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