

## STYLE RULES AND STANDARDS

- Formatted in Word, font Times New Roman 12, double spaced, left margin 3 cm., top, right and bottom 2 cm, paper size A4.
- The document name must include last name and first name of author followed by the Subject of the Conference for which the proposal was sent, for example smithjoeGlobalization.doc. For group papers choose one author's name.
- Notes and explanations should appear as footnotes at the bottom of the page (maximum length 8 lines.)
- Citations should be uniform, preferably following Harvard System of Referencing, also known as APA.
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