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For transcripts, you may use either of the styles “epi Numbered Transcript” or “epi Transcript”, as in the examples below.

First, the “epi Numbered Transcript” style:

1 I: So what did you notice about the conference?

2 S1: I saw that it was rather friendly.

3 S3: So did I, but I also saw that it was too informal…

4 perhaps it was something about their culture.

Use of the “epi Transcript” style:

Interviewer: So what did you notice about the communication?

Swati: That they used technical terms and numbers when referring to sizes.

Tables, Figures, Quotes and Transcripts

Ensure that tables and figures do not go outside the margins of the page. Tables *and* figures can be labelled as below.

|  |  |  |
| --- | --- | --- |
| Participants | Papers | Posters |
| Foreign (55) | 30 | 22 |
| Indian (65) | 9 | 24 |
| Total (120) | 39 | 44 |

Table 1: Titles of tables, figures, diagrams, are in the style “**epi FigTitle”**.

Page set-up and formatting

Please use formatting for A4 paper, size 21 cm x 29.7 cm. Margins should be set at 3 cm top and 3 cm bottom; 3 cm left and 2 cm right.

All text should be Times New Roman. Sizes are 12 point single line spacing. HEADING 1 is 16 point, HEADING 2 and Heading 3 are both 14 point with line spacing exactly 16pt. Please use a single character space only between sentences.

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* In-text citations: <https://apastyle.apa.org/style-grammar-guidelines/citations>
* Reference list format: <https://apastyle.apa.org/style-grammar-guidelines/references>

Remember that all works cited must appear in the reference list, and all works in the reference list must be cited.

Acknowledgements

Include acknowledgements here.

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