Title of abstract in Arial font: size 14 (Use heading 1 in Word)

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The main text, like the author names used Times New Roman font, 14 point for the Author names and 12 point for the remainder of the abstract. Type or paste your text into this file, but remember to keep the page margins the same as is set here which is 2.5 cm all round. Paragraphs are justified (straight-edged) on both left and right.

Use single-line spacing and leave a line gap between paragraphs. This helps your text to be read easily. If you would like to insert a figure you can do so. Use the *insert picture* command and *paste special* as an enhanced metafile for ease of handling. If you want, you can set the text to flow around the figure, but do remember to include a figure caption.

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