FINAL PAPER SUBMISSION CHECKLIST

Dear Authors

This is a checklist for final paper submission.

There are nine (9) requirements listed below that we would like you to go through your paper thoroughly and ensure that it fully complies with all of requirements.

Please note we will only provide an 'Acceptance letter' once your paper complies with all the requirements below. Therefore, please ensure all requirements are fully met.

Lastly, kindly note that, as part of the requirements, you are required to submit a Turnitin report for your paper and this should reflect an acceptable similarity index.

Thank you.

Checklist

Please tick against each one to confirm you have addressed the requirement in your paper

I confirm the following:

☐ Paper is formatted according to the WABER SuDBE paper submission template.

☐ All authors have contributed to the paper and consent to the submission.

☐ Names of all authors are correctly spelt and arranged using the format - Last name, First name(s) (e.g. Smith, William)

☐ Email addresses for all author(s) have been provided as footnotes on the first page

☐ Keywords: maximum of 5 keywords in sentence case arranged in alphabetical order

☐ Section headings are formatted as follows:

- **MAIN HEADING** (font size 14, bold)
- **Subheadings under the main heading** (font size 12, bold)
- ***Minor heading under subheading*** (font size 12, bold, italic)

☐ Table format:

- Tables are clearly labelled (i.e. Table 1: xxxxx).
- Font size 10
- top border, bottom border for table heading, bottom border (end of table). Please see the example below

Table 1: Example table heading

Column 1	Column 2	Column 3	Column 3
Data	Data	Data	Data
Data	Data	Data	Data
Data	Data	Data	Data
Data	Data	Data	Data

☐ References: Harvard-style referencing has been used for references. (Please include the access dates for any Internet references where a link is provided.)

☐ The maximum length of my paper is twelve (12) pages including all text, figures and tables and their captions, and references. The accepted file format is MS Word .doc or .docx

☐ A Turnitin report for my paper has been run and will be submitted as an attachment to my final paper.

Declaration by the corresponding author on behalf of the author(s)

Paper ID: …………….

Paper title: ………………………………………………………………………………

………………………………………………………………………………

Turnitin similarity index: ……………

Declaration

I _____ hereby declare that:

- This research work is the result of my/our original scholarly work. In all cases, material from books, articles, essays, dissertations and internet, has been properly acknowledged, and quotations and paraphrases are clearly indicated.

- The source(s) of any picture, map or other illustration has been clearly referenced.

- This work has not been previously published anywhere.

Signature of author: _____

Date: _____