

Title (18 point font, bold, centred)

Author Name (10 point font) – *Affiliation* (10 point font, italic)

Abstract: Indent your abstract, and preface with the word “Abstract” in bold. This should be no more than 150 words in length. Use standard 11 point font. The main text can follow immediately on from the abstract.

1. A-level Headings (16 point font, bold)

Paragraphs should be written in a standard 11 point font. There is no need to indent the first line of a paragraph. The first paragraph in a section should appear on the line immediately below the heading.

Second and subsequent paragraphs should have a line space before them. Make sure that you use a Unicode typeface (Times New Roman or Arial are good examples) when writing. This is especially important for any non-standard characters, such as Greek or mathematical symbols.

1.1 B-level Headings (14 point font, bold)

All headings should appear on a separate line preceded by a line space to distinguish them from paragraphs and running text. They should be numbered decimally by section (see examples given in this guide). Any heading below C-level, if required, should be un-numbered.

1.1.1 C-level Headings (12 point font, bold)

Figures and tables can be cited simply in the main text as follows. Figure 1 would show an Elements cover design. The figure call-out has been placed below, along with the caption. Remember to supply your figures as a separate, high resolution file.

[Insert Figure 1 here]

Figure 1. An Element front cover design.

1.1.2 Information on Tables

Tables can be cited in the same way. Tables can be inserted directly into the manuscript using the Microsoft Word table function. Table captions should precede the table, as shown with Table 1. Column titles should be in bold.

Table 1. This is a sample table.

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

D-level Headings, if Required (un-numbered, 12 point font, bold)

In the event that you use any quotations that are longer than 50 words in length, these should be displayed as an extract. These should be indented on both sides, and start on a fresh line. As the Elements author guide says:

Permission is required for any third party material that you are using in your Element. Authors are responsible for sourcing permission for any such material. For the latest advice on what is needed and how you should go about obtaining permission, please see our online guide [here](#). Note, additional permissions may be required for Open Access content.

You can then continue writing on a fresh, un-indented line after the extracted material. Ensure the extract is preceded and followed by a line space.