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The cover letter, title page, text with references, tables and a list of figure captions should be prepared as separate Word documents and should be uploaded the online submission system separately. The manuscript must be typed in double spacing by using Arial font with 12 points. All pages must be numbered consecutively.

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The BBC (<http://www.bbc.co.uk>).

Author, A. A. (2011). Title of document [Format description]. Retrieved from <http://URL>

Report

Author, A. A. (2012). *Title of work* (Report No. 123). Location: Publisher.

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