

CFM Discussion Paper - Style Guide

Paper Order:

Text

References

Figures and tables

Appendices

Font

Times New Roman (or alternative serif font)

Numbered headings and subheadings

1. Main Headings - Font 14 pt Bold

1.1 Subheading – Font 12 pt Bold

Text – Font 12 pt

Line spacing 1.5 lines

Paragraphs to be fully justified

New paragraphs indented

Layout

A4 page size

Margins 2.54 cm

Footnotes (No endnotes) and references single spacing.

Page numbers: centred at bottom of page.

Equations to be numbered consecutively; place the numbers flush right.

References: APA style, single spacing

Figures and Tables to be numbered consecutively.