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| Title:  |  |
| Author(s) and contributors:  |  |
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| Abstract: |  |

[Title and possible subtitle,

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[Author’s name, Calibri 12, Centered]

[Affiliation, Calibri 12, Centered]

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[caption above a table; empty line before a table]

Table 1 [caption + if applicable: source]

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| Example | example |
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Figure 1 name + source

[caption below the image or graph; followed by an empty line to clearly show where the image and caption end]

# Bibliography [if applicable & not numbered]

[Calibri 10, single spaced, list]

1. IF footnotes: Calibri 9, justified. [↑](#footnote-ref-1)