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After top level (Level 1) headings, the text begins with a new paragraph. In general, the APA 7th edition guidelines for levels of heading should be used (<https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>). The only exceptions are (1) the Abstract and Keywords sections which are always set in bold, flush left, initial capitals, followed by a colon, as shown above and (2) the Introduction, which DOES have its own (top level) heading. Note that (unlike in previous APA formats), all headings have Title Case Heading – i.e., the initial letter of all major words are in upper case (short [i.e., three letters or fewer] conjunctions, short prepositions, and all articles are considered minor words). Headings should not be numbered or lettered.

|  |
| --- |
| A close up of a map  Description automatically generated |
| **Figure 1. *The four elements of a pirate plot (reproduced from Phillips, 2018).*** |

Figures and tables should be inserted directly into the main body of the manuscript, not on separate pages at the end, and should be referred to in the text (see Figure 1). Word users may wish to use the Officer R package which enables figures and tables created in R to be directly inserted into Word documents. Both figures and tables, as well as their captions, should use the default font (Source Serif Pro 12pt) as much as possible: The majority of packages used for creating figures and tables allow custom fonts to be used. However, when this is not the case, other fonts are permitted. Other font sizes may be used if this is required for clarity, or in order for the figure/table to fit within the margins of the document. Captions should be left justified (rather than left and right justified) in order to avoid excessive white space in between words. Authors should use the “Alt-text” feature of their chosen software (In Word, right click and choose “Edit Alt Text…”) to provide a text description of the figure (since the journal hosting is publicly funded, this constitutes a legal accessibility requirement).

Figures/tables should be formatted to span the same width as the body text (see Figure 1 and Table 1); they should not be narrower unless this is unavoidable for legibility reasons and must never extend into the margins of the document. Very large figures/tables may be rotated 90 degrees (counter-clockwise) and placed on a separate page (though still in the main body of the manuscript, not at the end).

Figure captions should be placed below the relevant figure and formatted as per the example above; i.e., “Figure X” in bold, and the caption in bold italics. For Word users, one way to keep the figure and its caption together is to insert a table with a single column and two rows, placing the figure in the top row and the caption in the row below it (ensuring the table borders are white, and so invisible).

|  |  |  |  |
| --- | --- | --- | --- |
| **Table 1. *Mean scores (and standard deviations) for adults and children in the Experimental and Control groups*** | | | |
| Age Group | Training Group | Mean | SD |
| Children | Experimental Group | 55.81 | 23.05 |
|  | Control Group | 35.25 | 22.28 |
| Adults | Experimental Group | 67.45 | 15.84 |
|  | Control Group | 40.41 | 15.04 |

Figures illustrating data should show not just means for each group, but some clearly labelled measure of distribution (e.g., 95 confidence/credibility intervals) and, ideally, the raw data (e.g., the R PiratePlot package, which was used to create Figure 1).

Table captions should be placed above the relevant table and formatted as per the example below; i.e, i.e., “Table X” in bold, and the title in bold italics. As for figures, Word users can ensure that the caption moves with the table by including the caption as a row in the table itself (using “merge cells” if necessary). Tables should, in general, follow APA 7th Edition formatting guidelines (e.g., horizontal lines only, no shading, minimal use of bold/italics for column headings), though clarity should always be the overriding concern.

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### Participants: Level 3 Headings Use Flush Left, Bold Italic, Title Case Heading

After Level 3 headings, the text begins as a new paragraph. Ut in felis facilisis, rhoncus orci eget, rutrum mi. Aenean convallis dolor erat. Mauris et aliquet nibh. Mauris eu eleifend purus. Morbi eu interdum sapien, id porta tellus. Etiam placerat ipsum odio, eget semper nisi finibus at. Vestibulum tristique, tellus at venenatis varius, erat lorem consequat sapien, at semper metus dolor non felis.

Children: Level 4 Headings Use Indented, Bold, Title Case, Ending with a Period. After Level 4 headings, the text begins on the same line and continues as a regular paragraph.

Experimental Group: Level 5 Headings Use Indented, Bold Italic, Title Case, Ending with a Period. After Level 5 headings, the text begins on the same line and continues as a regular paragraph.

***Control Group.*** After Level 5 headings, the text begins on the same line and continues as a regular paragraph.

### Design and Procedure (Level 3 Heading)

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## Results (Level 2 Heading)

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## Discussion (Level 2 Heading)

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# Study 2 (Level 1 Heading)

Mauris auctor auctor ligula et rhoncus. Quisque tellus erat, laoreet ac nibh pulvinar, scelerisque feugiat orci. Suspendisse fringilla sed odio non ornare. Vestibulum vitae iaculis sapien.

# General Discussion (Level 1 Heading)

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Note that, unlike the remainder of the article, the References section is justified on the left-edge only (**not** left and right edges). References (both in-text and in this References section) should follow the latest American Psychological Association (APA) Style. Digital Object Identifiers and hyperlinks are encouraged in the References section[[1]](#footnote-1).

Other, A.N. (2019). References should have the standard blank line in between them, which means there is no need for a hanging indent. Journal of Formatting Requirements, 3(6), 125—129.

Kramer, W.J. (2019). Why I agree with the reference formatting guidelines set out by A.N. Other. Journal of Formatting Requirements, 4(1), 301—303.

Phillips, N. D. (2018). YaRrr! The Pirate’s Guide to R. <https://bookdown.org/ndphillips/YaRrr/>

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In order to proceed to peer review, submitted articles must include a “Data, code and materials availability statement” which includes links to permanent repositories (with Digital Object Identifiers [DOIs] wherever possible) and details of any exemptions agreed. Authors applying for an exemption should submit their article in the usual way, setting out the reason for their application in the “Comments to Editor” box. Exemptions are granted by the Editor, but for complex cases, the Editor may first discuss the proposed exemption with the Editorial Board. Generally, exemptions to data/code/materials sharing will be granted only where it is impossible or infeasible (e.g., prohibitively expensive) due to insurmountable concerns regarding participant confidentiality or restrictions imposed by an ethics committee, institutional review board, funder, or local rules, regulations or laws

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**Ethics statement (Level 1 Heading) – Mandatory for Empirical Articles**

Ethics approval was obtained from the ethics committee of the University of Nowhere. All participants gave informed written consent before taking part in the study.

**Authorship and Contributorship Statement (Level 1 Heading) – Mandatory for Multiple-Author Articles**

ANO conceived of the study, designed the study and wrote the first draft of the manuscript. WJK contributed to the design of the study, collected the data, and revised the manuscript. JP analysed the data and revised the manuscript. All authors approved the final version of the manuscript and agree to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved. For guidance, please see <http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>.

**Declaration of conflict of interests**

A declaration of conflict of interests section is mandatory only if a conflict of interest exists. This section should be deleted if no conflict of interests exists.

# Acknowledgements

Integer id tincidunt sem. Aenean urna est, hendrerit at imperdiet sit amet, faucibus non elit. Duis ultrices mauris quis lobortis dapibus. Pellentesque id sollicitudin turpis. Donec eleifend odio gravida sem efficitur viverra. Etiam vel turpis quis nulla accumsan posuere. Etiam dignissim aliquet mattis.

# Appendix A

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