# MANUSCRIPT TITLE

The title should be less than 15 words and formatted with a style of “Title”.

# Abstract

# Introduction

This document contains definitions of the various “styles” used by NZJABR for manuscript submissions, together with notes on the content of the second (manuscript) file. A style is pre-defined formatting that you can apply to sections of text. If you are unsure about how to use styles, please see the Microsoft Word “Help” function.

You can simply replace the contents of this document with your text. All the necessary styles have been predefined here.

Alternatively, you can work with a Microsoft Word template (.dot), but this is only recommended for advanced Microsoft Word users. The Microsoft Word template is suitable for both submission files. If you choose to follow this approach, please note that the language of the journal is New Zealand English.

In either case, using styles allows you to minimise the time you spend on formatting your submission to the NZJABR.

Note that the style used for manuscript submission differs from that of the journal itself and that formatting made outside of styles may be lost when the production styles are applied.

## Content

This file consists of the title of the manuscript, the abstract and the full manuscript including references and any technical appendices (if needed). Author names should not appear in this file. Manuscripts (excluding references and technical appendices) must be 5,000 words or less. However, longer articles may be accepted by the editor if they are of exceptional quality. More details on how to write your manuscript are below.

## Writing style

Write your paper in a readable style for a diverse audience that includes academics, business practitioners, and researchers. Do not abbreviate a term unless it is repeatedly used and the abbreviation is helpful to readers. If you use an abbreviation in the text, spell out the term in full when first mentioned, followed by the abbreviation in parentheses; use the abbreviation after that.

Keep title and subtitles short. Use at most three levels of heading and format with styles “Heading 1”, “Heading 2” or “Heading 3”, respectively. Keep footnotes to a minimum and number them consecutively throughout the text with superscript Arabic numerals. They should not include displayed formulae or tables. Do not use endnotes.

**References**