

Title: Centre the Title Here [14pt, bold – Title]

Author(s) details [11pt, left justified – Normal]

[Note that this information should be omitted from the first submission of the paper to satisfy the needs of double-blind reviewing. This information can be added during the copy-editing process.]

Abstract [12pt, bold, left justified – Heading 1]

[11pt, left justified – Normal]

A structured abstract is required of 150-200 words, using the headings shown below.

Introduction. Normal italic for the rest of the text.....

Method. Normal italic for the rest of the text.....

Analysis. Normal italic for the rest of the text.....

Results. Normal italic for the rest of the text.....

Conclusions. Normal italic for the rest of the text.....

Keywords: Up to 5 keywords separated by semicolons [11pt, left justified – Normal]

***** **Important information** *****

1. A typical paper for this journal should be no more than 40 000 characters (including spaces), inclusive of the abstract, tables, references, figure captions, endnotes. Use Times New Roman font in size 12 with 1.5, or double-spacing.
2. Additional information on the subject should be provided in footnotes¹
3. Submission files must be in one of the popular document formats – Microsoft Word (preferably 2007 XML format DOCX), or Open Document Format (OpenOffice ODT).

First-level Headings: Introduction, Literature Review, Methods, Results, Discussion, Conclusions, References, and Other Main Sections with an Initial Capital Letter for any Proper Nouns [12pt, bold, left justified – Heading 1]

Text body [11pt, left justified, – Normal]

Note that quotations in the text should be in double quotation marks, e.g., “this is an in-text quotation with a citation at the end” (Smith, 1999). Quotations of more than 30 words are italicised and indented, but do not require quotation marks, e.g.:

¹ Footnotes look like this...

the systematic pursuit of an amateur, hobbyist, or volunteer core activity that people find so substantial, interesting, and fulfilling, they launch on a (leisure) career centred on acquiring and expressing a combination of its special skills, knowledge, and experience. (Stebbins, 2009, p. 622).

Second-level Headings with an Initial Capital Letter for any Proper Nouns. [Times New Roman 11 pt. bold italic – Heading 2]

Third-level Heading with an Initial Capital Letter for any Proper Nouns [Times New Roman 11 pt. italic – Heading 3]

Fourth-level headings should be in bold italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark. [Times New Roman 11pt. bold, italic – Heading 4]

Fifth-level headings should be in italics, at the beginning of a paragraph. The text follows immediately after a full stop (full point) or other punctuation mark. [Times New Roman 11pt. italic – Heading 5]

Tables should be centred, with the caption following the table, e.g.:

Table 1. Research catalysts

Catalyst	Instances
Specific person, family, names	75
Discovery of photograph or document	10
Research trip preparation (locating sources)	9
Non-specific family or names	9
Request for help from friend	7
Received data from other researcher or family	6

Figures should be suitably sized for reading on-screen and should also be centred, with the caption centred, e.g.:

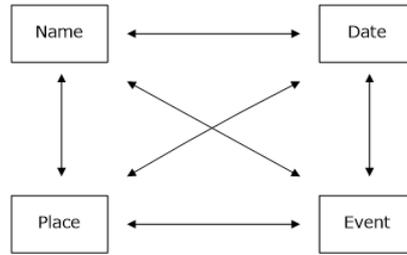


Figure 1. The genealogical fact (Friday, 2012)

Acknowledgements. [12pt, bold, left justified – Heading 1] – omitted from the first submission. It is usual here to acknowledge the support of the funding source, or your institution, participants in the research programme and the contributions of the referees. If the copy-editor has given particular assistance, acknowledgement is also welcome.

References [12pt, bold, left justified – Heading 1]

Please use [APA 7th edition referencing style](#) and follow the citation requirements and bibliographic formatting defined in the [methodological guidelines for written papers of the Faculty of Communication](#). References should be formatted with no empty lines between them. Where applicable, you should also include the hyperlink, DOI or other persistent identifier associated with the data set(s).

[11pt, left justified – References]

Kim, K. S., & Allen, B. (2002). Cognitive and task influences on web searching behavior. *Journal of the American Society for Information Science and Technology*, 53(2), 109–119. <https://doi.org/10.1002/asi.10014>

Kuhlthau, C. C., (1991). Inside the search process: information seeking from the user’s perspective. *Journal of the American Society for Information Science*, 42(5), 361–371. [https://doi.org/10.1002/\(SICI\)1097-4571\(199106\)42:5<361::AID-ASI6>3.0.CO;2-%23](https://doi.org/10.1002/(SICI)1097-4571(199106)42:5<361::AID-ASI6>3.0.CO;2-%23)

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