Style and formatting guide

Assignments for Errol Vieth’s students

**Style and format requirements: Essay**

To pass, assignments have to meet the format and style specifications.

An essay must meet these specifications:

**format**

- **cover sheet**: must be at front of essay
- **font**: Times, Times New Roman, Courier, Courier New
- **font size**: 11 or 12 point
- **line spacing**: double spaced
- **paragraph spacing**: no line spacing between paragraphs
- **paragraph indent**: first line, indent by 1 cm or 5 spaces
- **margins**: 3 cm all round
- **page numbering**: begin on first page after cover sheet, top right hand corner

Use single space after full stop.

When beginning a sentence with a number, spell out the number; for example, “Thirty-nine people responded positively.…”

**style**

- **Titles of books, journals and films**: are in italics.
- **Headings**: are not used.
- **Referencing**: is one of Turabian style (see separate referencing page).
- **Footnotes**: (if used) are at bottom of page.
- **References**: have page numbers where appropriate (that is, where they exist in the original).
- **Reference or works cited list**: (if used) has to be in “hanging indent” format.
- **Wikipedia**: is not an authoritative source and must not be used as a reference.
- **Web pages**: can only be used as reference material when that material is itself authoritative.
- **Second person** (“you”) is not used.
- **SMS text style**: is never used. Essays containing this style in any degree will fail.

**dictionary**: Australian English (Macquarie or Oxford Australian)

**grammar**: standard
quotes placed in inverted commas; if more than 50 words, indented