

Formatting an essay

Title page

- The title page should contain: name, student number, unit title/number, question title/name, due date, unit coordinator, word count.

Paper

- Staple or paperclip in the top left corner. Do not use a folder or insert individual sheets in clear plastic sleeves.
- Margins - minimum 2.5 cm, maximum 3 cm all around.

Paragraphs

- Double or 1.5 space throughout except 'long quotations' (more than 30 words), which should be single spaced and indented, without quotation marks (see UNE Referencing Guides).
- Leave 1 blank line between paragraphs or indent the first word (not both).

Font

- Use a plain serif (eg. Times New Roman) or sans serif (eg. Ariel) font. A serif font is easier to read. Suggested sizes are 12 for the text and 14 for headings.

Pagination

- Put numbers in line with the right margin at the top or bottom of each page. Centre the number of the first page of chapters or appendices at the bottom. It is also acceptable, although less common, to centre all page numbers. Pagination is best done with Header and Footer.

Appendices

- Appendices may precede or follow the reference list.
- Each appendix must start on a new page.
- Appendices must be numbered – A,B,C or 1,2,3.

Headings

- Use headings only where allowed or required. An increasing number of academic discipline areas allow or require the use of headings. Check with the unit coordinator.
- Headings and subheadings allow the organisation of material to make it more manageable and speed up the location of specific information.

- Use minimal or maximal capitalisation¹, although the use of only minimal capitalisation is becoming more frequent in academic writing.
- Headings are captions, not sentences, so use only internal punctuation, such as commas, colons, or semicolons.
- Headings are usually left justified.
- Decide on a hierarchy of headings and use it consistently throughout your work. Most student work requires no more than 3 levels of headings.

Level 1 Major headings – will be larger type and bold with extra space above and below.

The oncology ward: Nuclear radiation and client care

Level 2 Subheadings will be bold and the same size or slightly larger than the body of the text with extra space above and below.

The effects of radiation on living tissue

Level 3 Subdivisions under subheadings will be bold or italicised, not both.
Implications for normal cells

ALL the above points are subject to course and faculty requirements. See Unit Outlines for specific guidelines.

1. Capitalisation styles

Maximal (Headline style). The first letter of every important word should be capitalised. The first word after a colon is **always** capitalised.

The Oncology Ward: Nuclear Radiation and Client Care

Minimal (Sentence style). Capitalise the first word, any other word that would normally take a capital, and the first word after a colon.

The oncology ward: Nuclear radiation and client care