

# Formatting your essay/report

When you submit your essay (assignment) for marking, there is a set format you must follow. There may be some small differences in format that your own lecturer may request of you, so make sure that you read and follow the instructions in your unit learning guides carefully. Following are some basic guidelines for you to follow:

1. Basic essay structure
2. Guidelines for using headings
3. What is included in the word count?

## 1. Basic essay/report structure

### ● Title page

The title page should contain name, student number, unit title/number, question title/name, due date, unit coordinator, and word count. You do not have to decorate the page (with graphics or photographs) unless you are asked to by the lecturer.

Use the 'Font' & 'Paragraph' tools in MSWord to work on the layout.

### ● Margins

Margins – minimum 2.5 cm, maximum 3 cm all around.

Use the 'Page Layout' tool in MSWord to set up your margins.

### ● Paragraphs

Double **or** 1.5 space all of the essay paragraphs including long quotations (more than 40 words), which should have NO quotation marks and be indented 1.3 cm to the right (can vary with the referencing system you are using).

Leave 1 blank line between paragraphs **or** indent the first line (not both).

Use 'Paragraph' OR 'Line and paragraph spacing' for 1.5 OR double spacing.

### ● Font

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

DO NOT change fonts in the course of writing the essay.

Use the 'Font' tools to select font, colour, and appropriate style.

### ● Pagination

Put numbers in line with the right margin at the top or bottom of each page. It is also acceptable, although less common, to centre all page numbers. Pagination should be done within the header or footer using the automatic numbering. Also include your details in the header or footer.

Use 'Insert' > header or footer > insert your name, student number, assignment number/topic, page number.

### ● Appendices

Appendices usually follow the reference list.

Each appendix must start on a new page.

Appendices must be labelled A, B, C if there is more than one.

(see ASO fact sheet: Appendices)

### ● Reference list/bibliography

All referencing lists start on a new page. Select the correct referencing style for your discipline.

## 2. Guidelines for using headings

Headings are **signposts** that focus the reader on the most important content in a piece of writing and make longer pieces of writing easier to write (and easier to read). Follow these rules:

1. Use headings only where allowed or required. Check with the unit coordinator.
2. Choose headings and subheadings that make the essay organisation more manageable.
3. Use concise, clear wording that describes the content.
4. Decide on a hierarchy of headings and use it consistently throughout your work. Most student work requires no more than three levels of headings.
5. **Capitalisation:**APA 7<sup>th</sup> uses title case for headings. Some units may require you to use sentence case instead.

**Title case:** The first letter of every important word is capitalised. The first word after a colon is **always** capitalised regardless of the number of letters.

**Sentence case:** Capitalise the first word, any other word that would normally take a capital, and the first word after a colon.

**Level 1: Major headings** will be in 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 and italicised.

***Implications for Normal Cells***

Note: Check your unit guidelines for course and faculty requirements.

## 3. Word count

The following is a guide only. Different units may have different requirements, so always follow the instructions in your unit material or ask your unit coordinator for clarification if you are unsure.

| What is included?   | What is NOT included?   |
|---|---|
| <ul style="list-style-type: none"><li>• The full text of the assignment, e.g.:<ul style="list-style-type: none"><li>○ ESSAY: Introduction, body, and conclusion sections + all headings</li><li>○ REPORT: Abstract, introduction, methods, results, discussion sections + all headings</li></ul></li><li>• In-text references</li><li>• Footnotes that add information to the content of the assignment</li><li>• Any tables or figures</li></ul> | <ul style="list-style-type: none"><li>• The title page</li><li>• The assignment question</li><li>• Headers or footers</li><li>• Synopsis or abstract</li><li>• The reference list or bibliography</li><li>• Footnote references (e.g. History, AGLC4, Chicago)</li><li>• Appendices</li></ul> |

**Note:** A limit of 10% above or below the stated word count is often acceptable, but always check this with your unit coordinator.