



# Layout and appearance

These are guidelines for formatting and submitting your work, including specifications such as type, font and alignment; figures and tables; footnotes and endnotes and submission of work. Use these in the absence of instruction from your lecturer. Submit a poorly presented assignment and not only are you risking the outcomes below, but you will be doing yourself a disservice; your future boss won't accept underperformance.

- Your work may be returned, and you may be required to resubmit (lucky outcome)
- Your work may be marked down (not so lucky)
- Your work may not be accepted or credited in your final grade (bad)

## Formatting specifications

All written work should be typed on a computer. Feel free to handwrite your notes, but not the final masterpiece. If you don't have access to a computer at home, they are in abundance on campus, in the libraries and numerous computer labs. It is critical that your lecturer can read your work.

### WHAT YOUR DOCUMENT SHOULD LOOK LIKE

Appearance	Word processed, not hand-written
Paper size	A4 & printed on both sides where possible
Margins	2.5cm
Page numbering	Every page, beginning at 1
Borders	None. And no other fancy Clipart is required.

## Type, alignment, spacing & paragraphs

Fonts, text alignment and spacing can be changed in your word-processing program. If no font type is specified then the standard choice is 12pt Times New Roman, with text left-aligned.

### WHAT THE CONTENTS OF YOUR DOCUMENT SHOULD LOOK LIKE

Font type	Times New Roman or Arial
Font size	11 or 12 pt
Headings	Depends on the type of assignment, e.g. reports may need numbered headings. Acceptable as bold and left-aligned. Aim for readability. Use the 'Header' function for a heading to appear on every page.
Header and Footer	Standard option is to include the page number and a shortened title at the top left of your Header, and your name top right. Shorten the title to ensure there is space for your name.



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Alignment of text	Be consistent and apply only one style to your entire text. Use: <u>either</u> left-aligned – the text lines up straight against the left margin or fully justified – the left and right edges of the text line up straight against the left and right margins.
Spacing	Between sentences, leave one space. Within paragraphs, use double line spacing. Between paragraphs, it depends on whether they are blocked or indented (see example following).
Blocked paragraphs	Have an extra space between them. Do not indent. The general preference is to use block paragraphs, but check with your lecturer if you are unsure. Be consistent, whichever you use. <p>Blocked paragraphs are separated from each other by an additional blank line space. Do not indent the first line of a paragraph when using this style.</p> <p>Blocked paragraphs are separated from each other by an additional blank line space. Do not indent the first line of a paragraph when using this style.</p>
Indented paragraphs	Follow on from each other with no extra space. The first line is indented from the left margin. <p>Indent the first line of the new paragraph from the left margin. Indented paragraphs follow on from each other with no additional line space between. Indent the first line of the new paragraph from the left margin.</p> <p>Indent the first line of the new paragraph from the left margin. Indented paragraphs follow on from each other with no additional line space between. Indent the first line of the new paragraph from the left margin.</p>

## Figures and tables

If you need to include figures (i.e., graphs, pictures, charts, maps or diagrams) or tables in your work but have not received specific instructions, use the following guidelines. You can place them within the text itself, or at the end as an appendix. Your chosen referencing style may have a recommendation on which method to use.

Consider whether the figures and/or tables are necessary for clarity. Include them in the body of the document if their presence illustrates your point. Does the text make less sense without them? If, for example, a whole paragraph refers to a particular graph, then it would be most effective to place it directly in the paragraph.



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## Naming, numbering and noting

Number each figure and table consecutively and give each a descriptive title. Figures may need a 'legend' to identify things such as scale, direction of view or orientation.

**Place the name of the figure below the figure:** Cite author(s), date of publication and page number.

Business School example:

Figure 1: Four types of learning in organisations.

Source: Easterby-Smith & Lyles, 2003. Figure 1.1, p. 3

**Place the name of the table above the table:**

Table 1. Value of integrated assessment – survey of participating students.

Survey Questions	% Respondents Positive
It was beneficial to have common material used in the assessment tasks for the three subjects	86%
Writing the <i>Communication</i> report on the company used for the first assessment task in <i>Accounting</i> helped me develop a better understanding of the importance of effective communication in accounting	76%
Studying report writing and writing a report in <i>Communication</i> prepared me for writing my <i>Economics</i> report	85%
Presenting on the economics case study in my <i>Communication</i> class before writing the individual report for <i>Economics</i> improved my understanding of the case	82%
Using common material in the three subjects has helped develop my understanding of effective communication within business	86%

Source: Brooman-Jones, Cunningham & Hannah, 2011, p. A8

## Some figures or tables may need notes to provide one or more of the following:

- Specific information on a particular item in the figure/table
- General information on the figure/table as a whole
- Source information (if copied/adapted from another source)

Place any notes directly below the relevant figure or table.

## Appearance

Whatever your reason for including figures or tables, aim for readability.

- Mark all axes clearly on graphs.
- Use descriptive column headings on tables.
- Type size is generally smaller than text in the paragraph, but no smaller than 8 pt, or larger than 14 pt.



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- Place them close to the paragraph where they are first mentioned.
- Do not extend them outside the page margins.
- Do not split a table over two pages (unless it is large); leave a small gap at the bottom of the page and carry it over to the next page.
- Alignment of data within table columns depends on the type of data and other specific requirements, but generally the following applies:
- Whole numbers to be right-aligned
- Decimals to be aligned to decimal points
- Text in columns to be left-aligned

## Appendices - a final word

If the figure and/or table provides further evidence but is not critical to illustrate your argument, then include it as an appendix and refer to it in your text, like this: "As can be seen in Appendix 1, the elephant population is in rapid decline."

## Footnotes and endnotes

Academic writing sometimes requires notes to the main text. These notes may contain information to supplement or explain the main text, and/or information about your sources. The notes may be displayed as footnotes (at the bottom of the page) or endnotes (at the end of the work). Notes are numbered in a single sequence throughout a piece of work and set one or two points smaller than the general text. Most word-processing software has a footnote/endnote function that inserts numbers and formats notes automatically.

## Reference list / Bibliography

Your reference list should come at the end of the assignment. Depending on your chosen referencing/citation style, it might also be called a Bibliography. It should have the heading 'References' or 'Bibliography' and each source should have its own line. The formatting of the citations themselves should adhere to your chosen referencing style. Refer to the website [www.federation.edu.au/fedcite](http://www.federation.edu.au/fedcite) for details on citation requirements.

## Submission of work

### Title page or cover sheet

The Title page contains some or all of these details for identification. You could include a header and footer on this page, to ensure nothing goes astray.

- Name and student number (if group work, list all members' information)
- Course ID
- Title of work being submitted
- Lecturer and/or tutor/teacher name
- Date submitted

A separate cover sheet and/or submission slip may also be required, attached to the front of your work. Some courses will provide one for you.



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## Submission checklist

These may seem obvious, but check off the following before you submit your work:

- What your lecturer specified as method of submission.
- If submitting electronically, save it and submit it as a Microsoft Word document (.doc or .docx).
- Make a copy of the final version and keep as a record.
- All required content is there and in the right order.
- If required, your reference list/bibliography should be after your main body of work.
- Appendices are attached near the end, depending on what referencing system you are using.
- Pages are stapled securely in the top left-hand corner. No paper clips.
- Do not use folders unless instructed to do so.
- Submit your work by the due date (an extension may be granted in certain cases, but it should be confirmed with your lecturer/tutor/teacher ahead of time).
- Submit your work to the right place and person.

## Related helpsheets

- Editing your Writing
- Punctuation
- A Guide to Referencing Styles



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