



Department of Education,
Training and Youth Affairs

The EIP Style Guide

October 2000

© Commonwealth of Australia 2000

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without prior written permission from DETYA.

Contents

Preface	ix
1. Submitting reports	1
1.1 Final report copy	1
1.1.1 Images and graphs.....	1
1.2 Preferred software.....	1
2. Report layout	3
2.1 Fonts.....	3
2.2 Margins.....	3
2.3 Headers	3
2.4 Footers.....	4
2.5 Page numbering.....	4
2.6 Parts/chapters.....	4
3. Spelling, punctuation and numbers	5
3.1 Language usage.....	5
3.2 Preferred spelling style.....	5
3.3 Capitalisation.....	5
3.3.1 In titles or headings.....	5
3.4 Quotation marks.....	6
3.5 Punctuation in lists or bullet points.....	6
3.6 Italics	6
3.7 Full stops.....	6
3.8 Hyphens.....	6
3.9 En rules.....	7
3.10 Em rules	7
3.11 Numbers and percentages.....	7
4. Preliminaries	9
4.1 Title Page	9
4.2 Imprint	9
4.3 Foreword.....	10
4.4 Contents.....	10
4.4.1 Tables and figures.....	10

4.5	Abbreviations and acronyms.....	11
4.6	Preface.....	11
4.7	Acknowledgments.....	11
4.8	Executive summary.....	12
5.	Body (the main part of the publication).....	13
5.1	Introduction.....	13
5.2	Parts/chapters/headings.....	13
5.3	Text and paragraphs.....	13
5.4	Bullets and dashes.....	13
5.5	Block quotes.....	14
5.6	Recommendations.....	14
5.7	Tables.....	14
5.7.1	Table sample.....	15
5.7.2	Numbering tables.....	15
5.7.3	Table widths.....	15
5.7.4	Table caption.....	15
5.7.5	Table column headings and subheadings.....	15
5.7.6	Table borders.....	16
5.7.7	Table text.....	16
5.7.8	Table numbers.....	16
5.7.9	Totals.....	16
5.7.10	Highlights.....	16
5.7.11	Sources and notes.....	16
5.7.12	Spacing after tables.....	16
5.8	Figures.....	16
5.8.1	Figure sample.....	17
5.8.2	Numbering figures.....	17
5.8.3	Figure widths.....	17
5.8.4	Figure caption.....	18
5.8.5	Figure borders.....	18
5.8.6	Figure axis and gridlines.....	18
5.8.7	Figure text.....	18
5.8.8	Highlights.....	18
5.8.9	Sources and notes.....	18
5.8.10	Spacing after figures.....	18
6.	End pages.....	19
6.1	Appendices.....	19
6.1.1	Tables and figures in appendices.....	19
6.2	Bibliography or references.....	19

7. Optional extras.....	21
7.1 Glossary.....	21
7.2 Index.....	21
Appendix A Title page sample.....	23
Appendix B Imprint page text and layout.....	27
Appendix C Check list for order of publication.....	29
Appendix D Referencing.....	31
Appendix E Styles.....	33

Preface

This style guide has been produced to assist in the production of reports for the Evaluations and Investigations Programme, whether published in print form or electronically.

Consultants preparing reports are requested to follow these style conventions in order to produce well designed, easy-to-read documents.

General style guide conventions

Information on general style conventions and language usage is covered by the *Style Manual for Authors, Editors and Printers* (AGPS 1994).

Spelling conventions follow the *Macquarie Dictionary*.

Queries about styles

All defined styles are detailed in Appendix E.

Specific style queries can be directed to:

Communications
Higher Education Division
Department of Education, Training and Youth Affairs
Loc 124
GPO Box 9880
Canberra ACT 2601

Phone: (02) 6240 7975
Fax: (02) 6240 8093
email: highered@detya.gov.au

1. Submitting reports

1.1 Final report copy

External authors will need to provide:

- three printed (photocopied) copies of the report; and
- an electronic copy of the report, either
 - on a clearly labelled PC high density formatted diskette (may be in a Zip format if required); or
 - on a CD.

Note: Email copies of reports are appreciated but in no way replace any of the above requirements.

Please remember to keep a duplicate diskette containing the report.

Minor editorial changes may be made to ensure consistency of style.

1.1.1 Images and graphs

Any images or graphs included in the report *must* be sent as separate 'electronic' files, in addition to being included in the report file. Ensure they are able to be seen on computer screens as well as in print format because the report may be loaded onto the Internet in HTML and/or PDF format.

1.2 Preferred software

External authors are requested to adhere to the following software conventions:

- word processing
 - Microsoft Word 7
- spreadsheets
 - Microsoft Excel 7
- charts, graphs and images
 - Microsoft Excel 7,
 - Corel Draw 8,
 - Adobe Photoshop 4; or
 - PowerPoint 97

All reports should be presented in PC format. Reports completed using other hardware or software *must* be converted before being submitted.

2. Report layout

To assist you in the preparation of reports a PC Microsoft Word 7.0 template has been established. It has embedded in it the layout and styles as specified and illustrated in this guide.

A copy of this template will be included with your contract documentation.

For specific examples of some aspects of report layout styles, see Appendices.

2.1 Fonts

The two font families for the layout of all work in the report are:

- Garamond—for general text
- Futura—for preliminaries, page numbers, title, table text, headings etc.

The specifics on font, size, style etc are all detailed in Appendix E.

2.2 Margins

Based on an A4 page size, mirror margins should be used to create a wider margin on the inside for binding. Use:

- 3.00 cm for the top margin;
- 1.55 cm for the bottom margin;
- 3.25 cm for the inside margin; and
- 2.75 cm for the outside margin of the page.

2.3 Headers

The title for the publication is to appear on each page (except for the actual title page and blank pages) in the header. Do not include the sub-title in the header text.

The text should be formatted using *styles*:

- *Header even* for left aligned on even pages (left hand side); and
- *Header odd* for right aligned on odd pages (right hand sides).

2.4 Footers

Page Numbers are to appear in the footers. The text should be formatted using *styles*:

- *Page number even* for even numbered/left-hand side pages; and
- *Page number odd* for odd numbered/right-hand sides pages.

2.5 Page numbering

Page numbers should:

- for the preliminary pages be in lower case roman numerals (i, ii, iii . . .) and for the rest of the report be in Arabic (1, 2, 3 . . .).

See 2.4 Footers for specifications on style.

Note:

- All blank verso (even numbered/left-hand) pages are counted in the page numbering but **do not** display a number.
- Do not display a page number on either the title page (p. i) or first page of the body of the report (p. 1).

2.6 Parts/chapters

Begin each new part/chapter on a recto (odd numbered/right-hand) page.

3. Spelling, punctuation and numbers

3.1 Language usage

General style conventions and language usage are detailed in the *Style Manual for Authors, Editors and Printers* (AGPS 1994).

Specific queries can be directed to:

Communications Subsection
Higher Education Division
Department of Education, Training and Youth Affairs
Loc 124
GPO Box 9880
Canberra ACT 2601

Phone: (02) 6240 7975
email: highered@detya.gov.au

3.2 Preferred spelling style

The *Macquarie Dictionary* is the authority for preferred spelling conventions.

Use ‘s’ rather than ‘z’ in words such as ‘recognise’.

Avoid the overuse of hyphenation. e.g. use ‘cooperate’ rather than ‘co-operate’.

3.3 Capitalisation

Use capitals for:

- official names of government departments and institutions;
- official titles; and
- Australian States and Territories.

Use lower case when referring to organisations by generic names.

3.3.1 In titles or headings

- For titles or headings other than the title of the publication itself, use minimal capitalisation: capitalise the first word of the title/heading and proper nouns only.
- For the title of the publication itself, capitalise the first word of the sentence and all words except articles, prepositions or conjunctions.

3.4 Quotation marks

Use single quotation marks to enclose direct quotes, titles of articles, technical and colloquial terms.

Only use double quotation marks to enclose a quotation within a quotation.

Do not use quotation marks if the quote is identified using the *style: Quotes*.

3.5 Punctuation in lists or bullet points

Where the list consists of incomplete sentences:

- use a semicolon to separate list or bullet lines;
- insert ‘and’ or ‘or’ at the end of the second last list or bullet point; and
- insert a full stop at the end of the list.

Where the list consists of complete sentences, end each line with a full stop.

Do not use punctuation if the list consists of single words or short phrases.

3.6 Italics

Use italics for the:

- titles of reports, books, newspapers, magazines, plays, films, poems, musical works and art works;
 - names of ships and aircraft; and
 - titles of Acts of Parliament.
-

3.7 Full stops

Insert full stops after:

- abbreviations not using the final letter; and
- initials in a name.

Insert one space after full stops, not two.

3.8 Hyphens

Use hyphens in:

- all compound words; and
- fractions or numbers e.g. one-fifth.

Refer to the *Macquarie Dictionary* for guidance.

3.9 En rules

Use en rules:

- for periods of time and spans of figures e.g. 1989–1991; and
- to express an association between words e.g. Australia–India.

3.10 Em rules

Use em rules to indicate interjections.

e.g. for many people—the ordinary citizen—help came too late.

Do not insert a space before or after the em rule.

3.11 Numbers and percentages

Use a fixed space, rather than a comma, for figures beyond four digits and no space or comma for figures under four digits. e.g. \$27 450, \$108 202, \$4907, \$1 003 639.

Spell out numbers:

- between one and nine (numbers 10 and above should be cited as figures); and
- at the beginning of sentences.

Use numbers for time, distance, weights, ages, degrees and money.

Use the term ‘per cent’ within the text and the symbol ‘%’ in tables.

4. Preliminaries

4.1 Title Page

The Title page is to include:

- the full name (title) of the publication using *style: Title title*; and
- the subtitle (if appropriate) using *style: Title sub-title*.

The title page must also include all of the following using *style: Title text*:

- the name/s of the authors or group responsible for the report;
- the month and year of publication;
- the EIP identifying number;
- the name of the programme and the division; and
- the full name of the Department.

The format of the title page needs to be as per the sample at Appendix A.

Although publishing and cataloguing conventions require that details on the cover and title page be identical, it may be practical to display only the title on the cover where the subtitle is particularly long.

4.2 Imprint

Using *style: Copyright page* this page is to include:

- the copyright notice;
- the date;
- ISBN (*will be inserted by DETYA*);
- statement on funding sources; and
- the disclaimer.

A sample imprint page for EIP reports is at Appendix B.

4.3 Foreword

The foreword, which seeks to clarify the purpose and direction of the report, is generally written by someone other than the author/s, usually from the originating body.

A foreword is optional and differs from the preface in that it is outside the main body of the report.

Styles for use in the forward are:

- Heading level 1 use *style: Heading 1 NotInContents*
- Heading levels 2 etc use *styles: Heading 2 NotInContents etc*
- Text use *style: Text*
- Use other styles such as for bullets, dashes, quotes etc as per set-up for the main body of the report.

4.4 Contents

The contents lists the main parts, chapters and main headings in the order of appearance in the document.

Styles for use in the contents part are:

- *Style: Heading 1 NotInContents* for the heading (which is Contents).

The actual table of contents is then built using the three styles of:

- *Style: TOC1* for Heading 1 (Part/Chapter headings etc) and Heading 1 not numbered;
- *Style: TOC2* for Heading 2; and
- *Style: TOC3* for Heading 3.

4.4.1 Tables and figures

Deemed part of the contents, separate lists can be built to assist readers to quickly locate tables and figures.

Styles for use in lists of tables and figures are:

- *Style: Heading 2 NotInContents* for the main heading;
- *Style: Heading 3 NotInContents* for the any second level heading; and
- *Style: TOC9* for Table Captions/Figure Captions etc.

4.5 Abbreviations and acronyms

Where substantially used throughout the document, a list of abbreviations and acronyms should be included. However, it is preferable to *avoid* acronyms.

Styles for use on the abbreviations and acronyms page are:

- Heading level 1 use *style: Heading 1 not numbered*;
- Heading levels 2 etc use *styles: Heading 2 not numbered etc*;
- Text use *style: Text*; and
- Use other styles such as for bullets, dashes, quotes etc as per set-up for the main body of the report.

4.6 Preface

The preface, which is optional, contains information about the preparation of the report.

Styles for use in the preface are:

- Heading level 1 use *style: Heading 1 not numbered*;
- Heading levels 2 etc use *styles: Heading 2 not numbered etc*;
- Text use *style: Text*; and
- Use other styles such as for bullets, dashes, quotes etc as per set-up for the main body of the report.

4.7 Acknowledgments

In this section of the report, the author may acknowledge the contributions of others to the preparation of the report.

Styles for use in the acknowledgments are:

- Heading level 1 use *style: Heading 1 not numbered*;
- Heading levels 2 etc use *styles: Heading 2 not numbered etc*;
- Text use *style: Text*; and
- Use other styles such as for bullets, dashes, quotes etc as per set-up for the main body of the report.

4.8 Executive summary

This section provides a summary of the report and generally includes specific recommendations and conclusions.

Styles for use in the executive summary are:

- Heading level 1 use *style: Heading 1 not numbered*;
- Heading levels 2 etc use *styles: Heading 2 not numbered etc*;
- Text use *style: Text*;
- Recommendations headings use *style: Recommend Heading*;
- Recommendations text use *style: Recommend Text*; and
- Use other styles such as for bullets, dashes, quotes etc as per set-up for the main body of the report.

Recommendations sample

□ Recommendation 1

That the powers that be act immediately on this decision. In the event of financial difficulties, the following should occur:

- all taxation should be increased by 30%;
- all sales tax should be doubled; and
- all social security payments halved.

5. Body

(the main part of the publication)

Page numbers throughout the body of the report should be numbered with Arabic numerals, although a number is not displayed on the first page (p. 1).

5.1 Introduction

When the introduction relates to the purpose and production of the publication, it should be included in the preliminary pages. When relating directly to the subject matter of the document, include the introduction in the main part of report.

5.2 Parts/chapters/headings

There are nine levels of headings labelled Heading 1, Heading 2, Heading 3 etc. The first three levels are numbered to aid in searching/finding key parts of the report.

- Use the *style: Heading 1* for the part/chapter heading and *Heading 2* etc as appropriate for the report.
-

5.3 Text and paragraphs

For general text within the report uses *style: Text*.

- There are to be no line returns between paragraphs as this has been superseded by the use of set paragraph spacing.
-

5.4 Bullets and dashes

- Bullets are used for the first level of points using *style: Text bulleted*
 - Dashes are used to make further points under the bullet using *style: Text dashed*
-

Bullet and dash sample

- Undergraduate completions
 - With TER
 - Without TER
-

5.5 Block quotes

Use block quotes when the quote exceeds 30 words or three lines of text. Do not use quotation marks.

- Use the *style: Quotes* for the quote
- The *style: Quote source* is used for referencing

Block quote sample

Respondents offered evidence in support of achieving such changes. This included increasing the number of research active academics, particularly in the ‘new universities’ and in increased levels of industry interaction.

While there was considerable opposition to the changes that were going on in the faculty and the university generally, the changes were providing unique opportunities for faculty researchers to step outside their traditional domain and become involved in a whole new range of opportunities. In the long term this has fundamentally changed the faculty’s approach to research. This was perhaps the Centre’s greatest contribution to the university.

Interview: Previous Key Centre Director and Founder

5.6 Recommendations

- Recommendations headings use *style: Recommend Heading*
- Recommendations text use *style: Recommend Text*

5.7 Tables

There are many variations on how tables can be laid out.

The basic formats are as follows:

- enter data across the columns, rather than down columns;
- use tabs, not the space bar;
- right align all numbers; and
- left align text in the first column.

5.7.1 Table sample

Table 5.1 Student survey, sample size and response rates

Category	1996			1997		
	Sample Size	No. Reply	Reply Rate %	Sample Size	No. Reply	Reply Rate %
Bonus	43	20	47	41*	23	56
Non-Bonus	78	42	55	71*	39	55
USANET Entrant	121	62	52	112*	62	55
USANET School	96	46	48	102*	52	51
Control	211	98	46	225	118	52

Note: Due to errors in the student records system, some USANET students had not been correctly identified at the time the survey was conducted, resulting in slightly reduced sample sizes. These errors were corrected for the student data analysis in Chapter 4, hence the difference in sample size between the two analyses. (Two bonus and 28 non-bonus students were not included in the survey.)

5.7.2 Numbering tables

In the main part of the report sequentially number all tables. e.g. Table 1, Table 2, Table 3 etc.

5.7.3 Table widths

Tables are to be generally spaced:

- From margin to margin;
- Indented 1.25 cm from left margin (to align with the general text) to the right margin; or
- Placed on a landscape page to fit from margin to margin.

5.7.4 Table caption

- Use the *style: Table caption* for the title of the table.
- There is to be no full-stop after the table number.
- After entering 'Table' and its relevant number, tab to start entering table caption.

5.7.5 Table column headings and sub-headings

- Use the *style: Table Heads lhs* for the left hand side column.
- Use the *style: Table heads centre* for all other columns.

5.7.6 Table borders

- Apply a ½ pt border to the top and bottom of the table.
- Apply a ½ pt border to the bottom of the table column headings and as needed to any other horizontal borders *within* the table column headings.
- Avoid borders and horizontal or vertical lines within the body of the table.

5.7.7 Table text

- Use the *style: Table Text lbs* for the text within the table.

5.7.8 Table numbers

- Use the *style: Table numbers rbs* for numbers within the table.

5.7.9 Totals

Do not bold data in the total row or column.

5.7.10 Highlights

Do not use shading to highlight data.

5.7.11 Sources and notes

- Use the *style: Source* for detailing the source of the table or for adding notes about the table.

5.7.12 Spacing after tables

- Use the *style: Spacer* to add a space after a table if it does not have any source details.

5.8 Figures

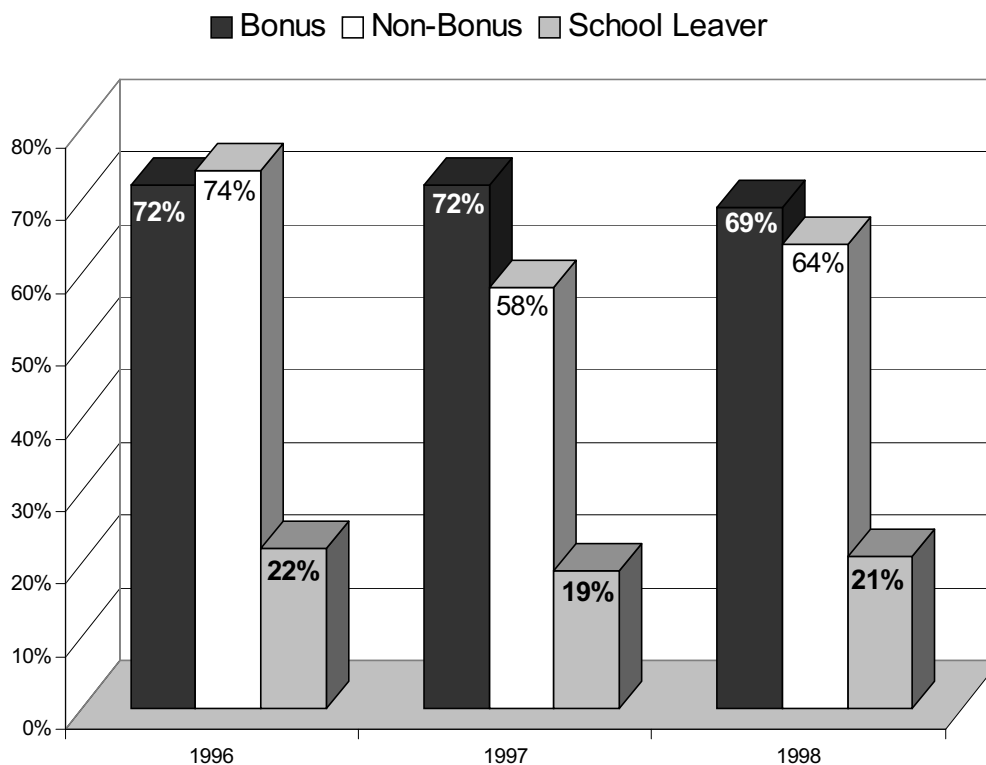
The reproduction of figures in the final report can be a very vexatious area.

Remember:

- The end product of this report will be printed in black and white ... and any colours used on figures *will* come out as shades of black. Maroon and blue (which are the first two colours that Excel uses when generating charts) tend to come as black and black.
- Always enclose an electronic copy of the Excel file for your source data and the figure when submitting your final report.

5.8.1 Figure sample

Figure 5.1 Percentage of groups identified as low socio-economic status



5.8.2 Numbering figures

In the main part of the report sequentially number all figures. e.g. Figure 1, Figure 2, Figure 3 etc.

5.8.3 Figure widths

Figure are to be generally spaced:

- From margin to margin;
- Indented 1.25 cm from left margin (to align with the general text) to the right margin; or
- Placed on a landscape page to fit from margin to margin.

5.8.4 Figure caption

- Use the *style: Figure caption* for the title of the figure.
- There is to be no full-stop after the figure number.
- After entering 'Figure' and its relevant number, tab to start entering figure caption.

5.8.5 Figure borders

Do not use borders around figures.

5.8.6 Figure axis and gridlines

Choose the colour black for each axis and gridline in figures. Do not use 'automatic', as this may create complications in the final printing process.

5.8.7 Figure text

Use Futura Lt 10 pt for all figure text.

5.8.8 Highlights

Do not use shading to highlight data or as background for any figures.

Set any column colours to shades of black/grey and or to white.

5.8.9 Sources and notes

Use the *style: Source* for detailing the source of the figure or for adding notes about the figure.

5.8.10 Spacing after figures

Use the *style: Spacer* to add a space after a figure if it does not have any source details.

6. End pages

Page numbering should continue from the body of the text.

Each new part of the end pages eg: each appendix, the bibliography etc should commence on a verso (right-hand) page.

6.1 Appendices

Appendices contain material supplementary to the report. Each appendix is identified with an alpha letter—starting from A.

Styles for appendices are:

- Headings use *style: Heading 1 not numbered, Heading 2 not numbered* etc;
- Text use *style: Text*, and
- Use other styles such as for bullets, dashes, quotes etc as per set-up for the main body of the report.

6.1.1 Tables and figures in appendices

Number tables and figures using the letter of the appendix as a prefix, e.g. Table A1, Table B1, Table B2, Figure C1 etc.

6.2 Bibliography or references

Where reference is made to other author material, a complete and accurate list of all sources, arranged in alphabetical order, should be included at the end of the report. For more specific information about referencing see page 31.

Styles for the bibliography or references are:

- Heading use *style: Heading 1 not numbered*, and
- Text use *style: Text Bibliography*.

Note: You will need to manually italicise titles etc.

7. Optional extras

7.1 Glossary

A glossary defines technical or unfamiliar terms with explanations. If short, it can be included in the preliminary pages.

Styles for the glossary are:

- Heading use *style: Heading 1 not numbered*
- Text use *style: Text*

Note: If using a table or column layout for the glossary use *style: Table Text lrs*.

7.2 Index

Not usually required, an index contains references to key items within the text.

Styles for the index are:

- Heading use style: Heading 1 not numbered
- Text use style: Text

Note: If using a table or column layout for the index use *style: Table Text lrs*.

Due to the uniqueness of the possible layout for an index there is some room for flexibility with text styles. If you intend to include an index please confirm requirements with:

Communications
Higher Education Division
Department of Education, Training and Youth Affairs
Loc 124
GPO Box 9880
Canberra ACT 2601

Phone: (02) 6240 7975
Fax: (02) 6240 8093
email: highered@detya.gov.au

Appendix A

Title page sample

As demonstrated on the following verso page.



Department of Education,
Training and Youth Affairs

Which University?

**The factors influencing the choices of
prospective undergraduates**

Richard James
Gabrielle Baldwin
Craig McInnis

Centre for the Study of Higher Education
The University of Melbourne

99/3

August 1999

Evaluations and Investigations Programme
Higher Education Division

Appendix B

Imprint page text and layout

© Commonwealth of Australia 2000

ISBN (*inserted by DETYA*)

This work is copyright. Apart from any use as permitted under the *Copyright Act 1968*, no part may be reproduced by any process without permission from AusInfo. Requests and inquiries concerning reproduction and rights should be addressed to the Manager, Legislative Services, AusInfo, GPO Box 84, Canberra ACT 2601.

This report is funded under the Evaluations and Investigations Programme of the Department of Education, Training and Youth Affairs.

The views expressed in this report do not necessarily reflect the views of the Department of Education, Training and Youth Affairs.

Appendix C

Check list for order of publication

Reports should be organised in the following order:

Preliminary pages

All pages preceding the body of the report:

- Title page
- Imprint page (text set by the DETYA)
- Foreword
- Contents (including lists of tables, figures and illustrations)
- Abbreviations and acronyms
- Preface
- Acknowledgments
- Executive summary

Body

The main text of the report:

- Introduction
- Chapters
- Conclusion

End pages

All pages after the body of the report:

- Appendices
- Bibliography
- Glossary
- Index

Appendix D

Referencing

To ensure consistency and accuracy in referencing material, the author-date or Harvard system is the preferred referencing style for Departmental publications. This must be accompanied by a bibliography (or a full list of references) at the end of the publication.

Samples of the Harvard system

Single author

This method was first introduced in 1985 (Greene 1987).

According to Greene (1987) this theory was not mentioned earlier.

Several authors

Other anthropologists (Browne 1988; Gray 1987) do not agree.

However, there is general support for the argument (Black & Beige 1987).

Black and Beige (1987) did not reach this decision lightly.

Contrary to these arguments, Bennett et al. (1988) discovered further evidence.

Reference to page numbers

Darcy (1986, p. 37) argues that this is not so.

Footnotes

With the Harvard system of referencing, footnotes are only used to provide further, explanatory information.

Footnotes appear at the base of the page, separated by a ruled line from the text.

Use a 10 pt regular font, aligned left.

Footnote numbers are two sizes smaller and superscript (above the line).

Bibliography or references

Books

Browne, G., Darcy, H. & Bennett, S. 1986, *No More, No More*, Thomas Nelson, Melbourne.

Greene, Robert 1986, *The Truth of the Matter*, Hodder & Stoughton, Sydney.

Howatt, J. 1991, *Kate Sheppard and the Early Feminists*, Gordon & Gordon, Wellington.

Mandrake, J. & Walton, H. (eds) 1989, *How the Mighty do Quake*, Australian Government Publishing Service, Canberra.

Magazine or newspaper articles

Bennett, S. 1987, 'Moments of wonder', *National Geographic Magazine*, Vol. 5, No. 3, pp. 23–25.

Gray, Adam 1988, 'What is to happen?', *Weekend Australian*, 8–9 Mar., p. 5.

Conference papers

Boyd, F. G. 1995, Computer innovation in the workplace, Melbourne, 18–19 July.

Electronic document citation

Mistrett, S. 1997, *Working together: Assistive technology training modules*. [Online] <<http://www.closingthegap.com/cgi-bin/lib/libDsply.pl?a=1123&b=10&c=1>>.

United States Department of Education 1998, *Computer accessibility technology packet*. [Online] <<http://www.ed.gov/offices/OSERS/techpack.html>>.

Walker, D. & Williamson, R. 1995, *Computers and adolescents with emotional/ Behavioural disorders. Parts 1 & 2*. [Online]. <<http://www.closingthegap.com/cgi-bin/lib/libDsply.pl?a=1028&b=11&c=1>>.

Block quotes sample

One contender argued that:

The time and the date need to be decided if we are to act appropriately. Now is not the time but tomorrow may not be the time either. Hard decisions have to be made today if we are to look after tomorrow.

Blunt (1978, p. 45)

Appendix E

Styles

The following specifications for styles are grouped according to their potential usage patterns. You can get an alphabetical list of the styles if, after selecting print you then select *Styles* from the *Print What* area.

Title page styles

Title title

- using upper and lower case
- in Futura XBlkCn BT, 36 pt, with paragraph spacing before 100 pt and after 24 pt

Title sub-title

- using upper and lower case
- in Futura Md BT, 24 pt, flush right, with paragraph spacing before 78 pt and after 24 pt

Title text

- using upper and lower case
- in Futura Lt BT, 12 pt, flush right, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Imprint page style

Copyright page

- using sentence case
- in Futura Lt BT, 12 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Foreword styles

Heading 1 not numbered

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, with paragraph spacing before 18 pt and after 24 pt

Heading 2 not numbered

- using sentence case
- in Futura Md BT, 16 pt, line spacing single, indent hanging 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 30 pt and after 0 pt

Heading 3 not numbered

- using sentence case
- in Futura Md BT, 14 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 24 pt and after 0 pt

Heading 4 not numbered

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 24 pt and after 0 pt

Text

- in Garamond, 12 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Contents styles

Heading 1 NotInContents

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, no numbering, with paragraph spacing before 18 pt and after 24 pt.

TOC1

- using sentence case
- in Futura Md BT, 11 pt, line spacing single, with paragraph spacing before 9 pt and after 3 pt, indent left 1.25 cm and right 2.16 cm, tabs: one is to be left aligned at 2 cm and the other right aligned at 15cm

TOC2

- using sentence case
- in Futura Lt BT, 11 pt, line spacing single, with paragraph spacing before 3 pt and after 3 pt, indent left 2 cm and right 2.16 cm, tabs: one is to be left aligned at 3 cm and the other right aligned at 15cm

TOC3

- using sentence case
- in Futura Md BT, 10 pt, line spacing single, with paragraph spacing before 0 pt and after 3 pt, indent left 3 cm and right 2.16 cm, tabs: one is to be left aligned at 4 cm and the other right aligned at 15cm

Heading 2 NotInContents

- using sentence case
- in Futura Md BT, 16 pt, line spacing single, no numbering, with paragraph spacing before 30 pt and after 0 pt., single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt

Heading 3 NotInContents

- using sentence case
- in Futura Md BT, 14 pt, line spacing single, no numbering, indent left 1.25 cm with paragraph spacing before 24 pt and after 0 pt.

TOC9

- using sentence case
- in Futura Lt BT, 11 pt, line spacing single, with paragraph spacing before 3 pt and after 3 pt, indent left 1.25 cm, hanging 2.25 cm and right 0.75 cm, tabs: one is to be left aligned at 3.5 cm and the other right aligned at 15cm

Abbreviations & acronyms styles

Heading 1 not numbered

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, with paragraph spacing before 18 pt and after 24 pt

Heading 2 not numbered

- using sentence case
- in Futura Md BT, 16 pt, line spacing single, indent hanging 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 30 pt and after 0 pt

Heading 3 not numbered

- using sentence case
- in Futura Md BT, 14 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 24 pt and after 0 pt

Heading 4 not numbered

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 24 pt and after 0 pt

Text

- in Garamond, 12 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Preface styles

Heading 1 not numbered

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, with paragraph spacing before 18 pt and after 24 pt

Heading 2 not numbered

- using sentence case
- in Futura Md BT, 16 pt, line spacing single, indent hanging 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 30 pt and after 0 pt

Heading 3 not numbered

- using sentence case
- in Futura Md BT, 14 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 24 pt and after 0 pt

Heading 4 not numbered

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 24 pt and after 0 pt

Text

- in Garamond, 12 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Acknowledgements

Heading 1 not numbered

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, with paragraph spacing before 18 pt and after 24 pt

Heading 2 not numbered

- using sentence case
- in Futura Md BT, 16 pt, line spacing single, indent hanging 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 30 pt and after 0 pt

Heading 3 not numbered

- using sentence case

- in Futura Md BT, 14 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 24 pt and after 0 pt

Heading 4 not numbered

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 24 pt and after 0 pt

Text

- in Garamond, 12 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Executive summary styles

Heading 1 not numbered

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, with paragraph spacing before 18 pt and after 24 pt

Heading 2 not numbered

- using sentence case
- in Futura Md BT, 16 pt, line spacing single, indent hanging 1.25 cm, single solid line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 30 pt and after 0 pt

Heading 3 not numbered

- using sentence case
- in Futura Md BT, 14 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 24 pt and after 0 pt

Heading 4 not numbered

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 24 pt and after 0 pt

Recommend Heading

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 18 pt and after 3 pt

Recommend Text

- in Garamond, 12 pt, indent left 2 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Text

- in Garamond, 12 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Body styles

Heading 1

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, indent hanging 1.25 cm flush left, with paragraph spacing before 18 pt and after 24 pt, outline numbered

Heading 2

- using sentence case
- in Futura Md BT, 16 pt, line spacing single, indent hanging 1.25 cm, single solid line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 30 pt and after 0 pt, outline numbered

Heading 3

- using sentence case
- in Futura Md BT, 14 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 24 pt and after 0 pt, outline numbered

Heading 4

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 24 pt and after 0 pt, outline numbered

Heading 5

- using sentence case
- in Futura Md BT, 11 pt, italic, line spacing single, indent 1.25 cm, with paragraph spacing before 18 pt and after 0 pt, outline numbered

Heading 6

- using sentence case
- in Futura Lt BT, 11 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 18 pt and after 0 pt, outline numbered

Text

- in Garamond, 12 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Text bulleted

- in Garamond, 12 pt, indent left 1.25 cm hanging .75 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt, tabs 2 cm, bulleted (round solid)

Text dashed

- in Garamond, 12 pt, indent left 2 cm hanging 0.75 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt, tabs 2.75 cm, bulleted (dash)

Quotes

- in Garamond, 12 pt, italic, indent left 2.5 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Quotes source

- in Futura Lt BT, 10 pt, italic, indent left 1.25 cm, hanging 1.25 cm line spacing single, with paragraph spacing before 3 pt and after 3 pt

Recommend Heading

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 18 pt and after 3 pt

Recommend Text

- in Garamond, 12 pt, indent left 2 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Table caption

- using sentence case
- in Futura Md BT, 12 pt, indent left 1.25 cm, hanging 1.75 cm, line spacing single, with paragraph spacing before 12 pt and after 0 pt, tabs 4 cm

Table heads centre

- in Futura Md BT, 11 pt, indent left 1.25 cm, centred, line spacing single, with paragraph spacing before 10 pt and after 0 pt

Table heads lhs

- in Futura Md BT, 11 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 10 pt and after 0 pt

Table Text lhs

- in Futura Lt BT, 11 pt, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Table numbers rhs

- in Futura Lt BT, 11 pt, line spacing single, right 0.25 cm, flush right, with paragraph spacing before 3 pt and after 3 pt

Source

- in Futura Lt BT, 10 pt, line spacing single, left 1.25 cm hanging 1.25 cm, with paragraph spacing before 3 pt and after 3 pt

Spacer

- in Futura Lt BT, 10 pt, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Figure caption

- using sentence case
- in Futura Md BT, 12 pt, indent left 1.25 cm, hanging 1.75 cm, line spacing single, with paragraph spacing before 12 pt and after 0 pt, tabs 4 cm

Appendices styles

Heading 1 not numbered

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, with paragraph spacing before 18 pt and after 24 pt

Heading 2 not numbered

- using sentence case
- in Futura Md BT, 16 pt, line spacing single, indent hanging 1.25 cm, single solid line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 30 pt and after 0 pt

Heading 3 not numbered

- using sentence case
- in Futura Md BT, 14 pt, line spacing single, indent 1.25 cm, with paragraph spacing before 24 pt and after 0 pt

Heading 4 not numbered

- using sentence case
- in Futura Md BT, 12 pt, line spacing single, indent 1.25 cm, single solid top line of $\frac{3}{4}$ pt over line width with border spacing of 4 pt, with paragraph spacing before 24 pt and after 0 pt

Text

- in Garamond, 12 pt, indent left 1.25 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt

Other styles

As detailed under Body Styles

e.g. Table Caption, Figure caption, Quotes etc.

References styles

Heading 1 not numbered

- using sentence case
- in Futura Md BT, 24 pt, line spacing single, with paragraph spacing before 18 pt and after 24 pt

Text Bibliography

- in Garamond, 12 pt, indent left 1.25 cm, hanging 1.75 cm, line spacing single, with paragraph spacing before 3 pt and after 3 pt