Page Setup

Page Size
Your page size should be set to A4 and the margins set at the following:
- Top: 2.54 cm
- Bottom: 1 cm
- Inner: 2 cm
- Outer: 1.5 cm
- Mirror margins

Column width where appropriate
First page of paper
Unequal columns – 5.25 cm -.51 cm – 11.74 cm, narrow column with 20% shading
Subsequent pages
Equal columns – 8.5 cm – 0.5 cm – 8.5 cm

Page Numbers
Bottom, center – using 10 point Times New Roman

Headers and Footers
Headers - 1.27 cm from edge. Footer – 0.83 from edge.
Mirror margins with Title of Publication, month of publication, year

Spacing
Single spaced, single line spacing between paragraphs

Main Text Details

Headings
Lower case except for first letter
Please use no more than 3 levels of heading and ensure they are applied consistently. The 1st level heading should be left justified, Times New Roman 14pt bold followed by one blank line (10 pt not bold). The 2nd level heading should be left justified, Times New Roman 10pt bold. The 3rd level heading should be left justified, Times New Roman 10pt bold italic.

Body
The main text should be Times New Roman 10pt with justified alignment. Each paragraph should be followed by one blank line. No indentation of paragraphs.

Diagrams, Tables and Figures
All diagrams, tables and figures included in the paper should be clearly labelled and centred between the margins. Please leave one blank line (10pt not bold) before the diagram, table or figure. For figures and diagrams, insert the label below each item, in Times New Roman 10pt and centred. The word **Figure 1.** Should be bold, then descriptor in normal font, no full-stop unless the descriptor is a full sentence. For tables, insert the label above the item. If the figure has no label, insert one blank line (10pt not bold) after the figure.

In-Text Citations
Avoid the use of footnotes. Insert the sequence (Name year) into the main text for a citation to a literature reference. Name refers to the family name of the author and year refers to the year of publication.

To cite several authors delimit the single authors by commas or ‘and’, ampersands (&) should not be used. The phrase et al. is valid for 3 or more authors following the first full citation. The year is written in long form [i.e., 1999] and use running lower case letters if you refer to more than one article of an author of the same year [e.g., Jones 1999a, 1999b]. Where more than one reference is used, separate each reference with a semicolon [e.g., Jones 1999a; White and Beckett 1997]. Where a quote from
the source document is included in the text, please refer to the page number, as in Jones (1999a; p.125). For quotations over two lines start a separate line (no space, no quotation marks) and indent the quotation 0.5 cm from the margin as illustrated below.

A WebQuest is an inquiry-oriented activity in which most or all of the information used by learners is drawn from the Web. WebQuests are designed to use learners’ time well, to focus on using information rather than looking for it, and to support learners’ thinking at the levels of analysis, synthesis and evaluation. The model was developed in early 1995 at San Diego State University by Bernie Dodge and Tom March.

**Examples**
... this special form (Black and Lines 1998b) is very ...
... direct reference from authors Black and Lines (1998a) ...
... more than one article by same author in one year (Keystone *et al.* 2000c) is used ...
... more than one author (Jones 1999a; White and Beckett 1997)
... and if more than one reference to same author (Iwarsson 1997, 1999) ...
... and if more than five authors (Steinfeld, Schroeder, Duncan, Faste, Chollet and Bishop 1979) on first occasion and (Steinfeld *et al.* 1979) on subsequent occasions.

**Quotation marks**
Single smart quotes, with the exception of a quotation within a quotation when double quotes are used.

Care with placing of quotation marks when used with quotes and end of sentence.

He said that ‘It should be like this.’

The author makes reference to ‘the way students approach their study’.

‘But if the complete sentence is within quotes.’

**Acknowledgments**
This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References.

**Abbreviations**

Commas after No comma after
e.g., etc.
i.e., et al.

**No abbreviations**
Figure, Table, Diagram
Demonstration, Laboratory,

**Hyphen, n-dash, m-dash**
Hyphen used within double words, e.g., web-based, student-centred, problem-based or prefix e.g., ex-wife
N-dash used with association between words e.g., Australian–American, no space before or after
N-dash used also for span figures e.g., 1997–99
M-dash used to break up a sentence e.g., one semester—12 weeks—was all the time available, no space before or after

**Upper Case**
Web when it is used as the Web, if used as a descriptor, web (lower case) e.g., web page, web site
Internet when it is used as the Internet, if used as a descriptor, internet (lower case)

**Italics**
Software titles e.g., *WebCT, PowerPoint, Windows*
Journal titles e.g., *Journal of Biological Education*
Course names e.g., *Physical Chemistry*
Except when used as a descriptor e.g., windows type computer

**Spelling**
Program
Tenses of words such as:
label – labelling, labelled
centre and centred
Bulleted and numbered lists
Bulleted and numbered lists (sentence dependent) are formatted as:
- no indent;
- colon on preceding line;
- lower case first letter;
- bullet small filled circle (as per example);
- hanging paragraphs of 0.5 cm;
- with a semi-colon at the end of each bullet;
- second last bullet has semi-colon and ‘and’; and
- last bullet has full stop.

Bulleted and numbered lists
Bulleted and numbered lists (sentence dependent) are formatted as follows.
1. No indent.
2. Upper case first letter.
3. Hanging paragraphs of 0.5 cm.

List of references
- Alphabetical order on surname of first author
- Hanging paragraph – 0.5 cm

Book

Single author


Two authors


More than two authors


Journal articles

Always write journal name in full

One author


Two authors


More than two authors

**Chapter in book**

One author


**Articles published in conference proceedings**


**Same author**

**Single author – earlier publication before later publication**


**Multiple authors - Order based on alphabetical order of second author**


**Web sites**


**Unpublished work**

Callan, V. (Unpub.). *My ideas about something.*