

## Assignment Presentation Guide

This guide is intended to help you format your assignment and demonstrates the standard of presentation expected in the School of Nursing and Midwifery. The following information outlines the accepted conventions used by the School. They are based on the [APA style](#) (Publication Manual of the American Psychological Association: the official guide to APA style, 2020). Please review them prior to the submission of every assignment.

### Formatting and Presentation

**Cover sheet.** No longer required.

**Title page.** This is required for all assignments and should include the title of the assignment, unit number and name, name of lecturer/tutor, your name and student number, submission date and word count. See the [SNM Assignment Template](#) document for an example title page.

**Table of contents.** A table of contents may be required when assignments are divided into sections with headings and subheadings. For instructions on how to create an automated Table of Contents in MS Word, visit: <https://support.office.com/en-us/article/882e8564-0edb-435e-84b5-1d8552ccf0c0>

### Font, line spacing and margins.

- **Font:** Times New Roman size 12 or Arial size 11.
- **Font colour:** Black. You may submit your work in blue if you have a Learning and Assessment Plan in which this has been recommended.
- **Line spacing:** Double (2.0) including the end-text reference list.
- **Margins:** 2.54cms top, bottom, left and right.

- **Line justification:** Text should be aligned left (not justified) with a first line indent for each new paragraph.
- **Page numbers:** Top right-hand corner starting on the first title page of the assignment.
- **Headers and footers:** not required.

**Assignment title and headings.** Include a title for your assignment at the start of your text. It should be centred, bolded and in Title Case.

### **Heading 1 Example**

If headings and subheadings are required in your task, follow the guidelines below.

**Main heading (Heading 2):** Flush Left, Boldface, Uppercase and Lowercase Heading

**Subheading (Heading 3):** Indented boldface, lowercase heading ending with a full stop.

See the SNM assignment template for examples of headings and subheadings.

**Tables, figures, graphs and diagrams.** If your assignment requires tables, figures, graphs or diagrams, please refer to your unit Blackboard site for guidance.

### **Referencing**

You are required to follow APA (7th edition) referencing style in your assignments.

Please refer to the [ECU Referencing Library Guide](#) where you will find the current [ECU APA Referencing Guide](#) and the [Academic Writer Database](#).

### **Other Assignment Writing Considerations**

Please see the [SNM A-Z guide](#) for more information about academic sources, academic writing style, word count, assignment marking, feedback and submission policies.

**Note:** Always refer to your unit Blackboard site as there may be additional formatting requirements depending on the assignment type and your level of study. Some assignments in the later stages of UG and in PG may require strict adherence to APA style format.