School of Medicine, BMBS Style Guide

Introduction

The Style Guide has been developed by the School of Medicine (SoM) to provide a standardised style for formatting and presentation of work. The Style Guide applies across all year levels and themes and should be adhered to when submitting written work.

The submission of assessments to CloudDeakin automatically indicates your adherence to the University’s policies on plagiarism and collusion (see the Unit Guide for further information).

Guidelines

1. Title Page
   - Student number
   - Topic/placement/title of task/rotation/PBL group
   - Theme name (ELPD, PHM, DP)
   - Word count.

2. Page Layout
   Use the following style to format all pages (except the title page):
   - Legible font (i.e. black Calibri, Times New Roman or Arial, size 12)
   - Line spacing at 1.5 except tables, titles and captions
   - Space between paragraphs
   - Left justified
   - In-text citations – as per Deakin Vancouver referencing i.e. Wilson. (2)
   - Appendices and the Reference List start on new pages.

3. Use of Tables and Figures
   - Tables are only used to provide supplementary information or show more detailed data. They are not to be used as a direct response to what is required in the assessment task unless specified in the task requirements.
   - All tables require a summary within the body of the submission that also directs the reader to the table (Table 1).
   - Each table/figure requires a number, title or caption.
4. Referencing

- Use Vancouver referencing style only (http://www.deakin.edu.au/students/study-support/referencing/vancouver) as stated in the Unit Guide
- Use EndNote (or your preferred reference management software) and ensure you use Deakin Vancouver Style.

5. Word Limit

- Being succinct is important
- Adhere to word limit set for task
- **Marking stops at +10% (e.g. for a 1000 word assignment, markers stop reading at 1100)**
- **Not** included in the word count are:
  - Title page
  - Any figures, table, graphs and their titles and captions
  - Reference list
  - Quote/in-text citations/referencing

6. Writing Style and Grammar

It is expected that you adhere to a post-graduate academic level of writing and grammar. Check your use of:
- the apostrophe, e.g. patients – plural, patient’s – singular possessive and patients’ – plural possessive
- that, which and who
- its and it’s, your and you’re
- use of colons, commas and semicolons
- acronyms and abbreviations

7. Assessment

The rubrics for assessments will contain an allocation of marks to identify adherence to the SoM Style Guide

8. File formats and naming convention

- Only submit a **Word document** (.doc or .docx) unless another file type is specified in your task
- Use the following naming convention:
  - SurnameInitial_Topic or Placement Site_Student ID.docx
    (e.g. BlogsN_FarmerHealth_124325.docx OR SmithR_HomeVisit_125364.docx)

9. Turnitin

It is advised that you check your work prior to submitting to the DropBox (you will find the Turnitin function under the ‘More’ tab in the top toolbar of your unit site. Also see http://www.deakin.edu.au/students/clouddeakin/help-guides/assessment/plagiarism for further information).

**Proofread your work carefully.**