



School of Medicine, BMBS

Style Guide

Introduction

The Style Guide has been developed by the School of Medicine to provide a standardised style for formatting and presentation of all written work. The *Guide* applies across all year levels and themes.

Guidelines

Title page

- Title of task and subtitle if applicable
- Student number
- Theme name (ELPD, PHM, DP)
- Word count

Page Layout

Use the following style to format all pages (except the title page):

- Legible font (black Calibri, Times New Roman or Arial, **size 12**)
- Line spacing at 1.5 except tables, titles and captions
- Space between paragraphs
- Align text to the left
- Appendices and the reference list require a title and start on a new page

Use of Tables and Figures

- Tables are to provide supplementary information or show more detailed data. They are not to be used as a direct response to the assessment task unless specified in the task requirements.
- Direct the reader to tables e.g. Table 1 and provide a summary
- Label tables / figures with a number and title

Referencing

- Use Deakin Vancouver Style only
- Use EndNote or your preferred reference management software to ensure correct use of Deakin Vancouver Style
- See: <http://www.deakin.edu.au/students/study-support/referencing/vancouver>

Word Limit

- Adhere to word limit set for each section (if applicable) or the overall task
- Marking stops at +10%
- Not included in the word count are:
 - title page,
 - any figures, tables, graphs and their titles and captions
 - reference list
 - quotes / in-text citations / reference list

Writing Style and Grammar

- It is expected that you adhere to a postgraduate academic level of writing and grammar
- See: <http://www.deakin.edu.au/study-at-deakin/international-students/deakin-university-english-language-institute/independent-learning-center/useful-websites-for-self-study-writing>

Submission

- **File format and naming convention**
 - Only submit a **Word document** (.doc or .docx), unless otherwise specified
 - Use the following naming convention for submission:
 - SurnameInitial_Specific Title_ Student ID.docx
 - e.g. BlogsN_FarmerHealth_124325.docx **or** SmithR_HomeVisit_125364.docx
- **Turnitin**
 - 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)
 - 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.