

Student Assessment Style Guide

About	2
Layout.....	2
Format	3
General requirements	3

About

This guide provides information on how to present your assessment tasks, based on the APA Manual, 7th edition. Please note that these are general recommendations, and you should follow any specific instructions provided by your Unit Coordinator.

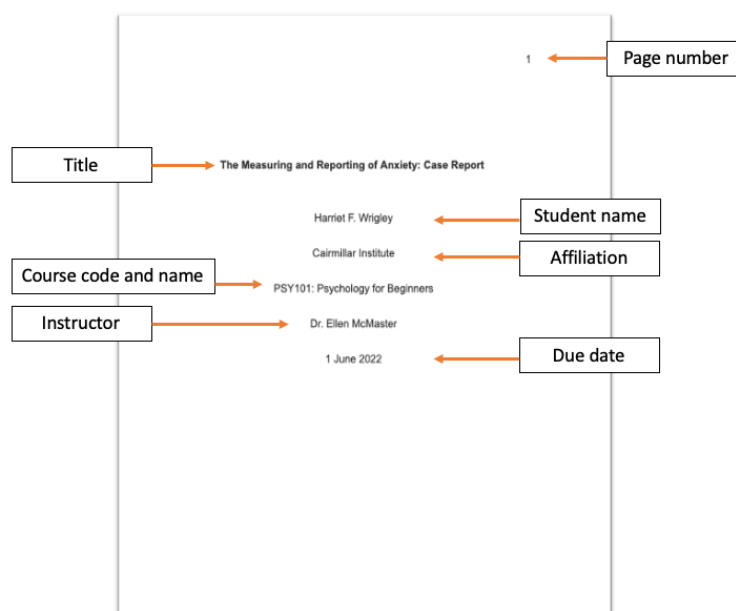
Layout

Assessment tasks should be:

- Typed on A4 size paper in portrait orientation.
- Contain a Title Page with a Title (assessment title in bold, title case and centred); Student Name/s; Affiliation (Cairnmillar Institute); Course number and name; Instructor name (Unit Coordinator); Due date (date, month, year format) and Page number (1). This information should be centred with page numbers added to the right side of the header. Refer Figure 1.
- Where the assessment task contains the following sections, they should be ordered as follows: Title Page; Abstract; Text; Reference List; Footnotes; Tables (if not in text); Figures (if not in text); Appendices.
- Cover pages are *not* required for online submissions.

Figure 1

Title Page Example



Format

The formatting requirements for assessment tasks are as follows:

- Margins of 1 inch (2.54cm) on all sides are required (top, bottom, left and right) for all pages. This is the “Normal” setting for Microsoft Word (Layout – Margins).
- Line spacing should be 2.0 or 1.5.
- Page headers should be used to insert the page number in flush right position.
- Use the same font throughout the paper in a sans serif font such as Arial or Calibri or a serif font such as Times new Roman or Georgia.
- Use a 12-point font size.
- Align the text to the left with the right margin uneven.
- Indent the first line of each paragraph (use the tab key).
- Level 1 headings (main headings) should be centred and bold.
- Level 2 headings (subheadings) should be left aligned and bold.
- Level 3 headings should be left aligned with bold and italic.
- Block quotations (more than 40 words) should be indented 0.5 inch from the left margin.

Refer to the APA Manual, 7th edition, pages 61-65 for student paper format examples.

General requirements

- Students should cite and reference in accordance with the APA Manual, 7th Edition.
- Students should write in their own words, except where quotes are indicated by quotation marks and a citation, or an indented block quotation (more than 40 words) with a citation.
- Quotes should be kept to a minimum.
- Students must cite other authors where their ideas are paraphrased.
- Assessment tasks should be written in full sentences unless a list is specified or a format not requiring full sentences.
- Academic language and tone should be used.

- Bias free language must be used. This means that language should be affirmative and inclusive.
- Language and beliefs that are prejudicial, demeaning or perpetuate biased and stereotypical assumptions towards people or communities based on their race, ethnicity, sexual orientation, socio-economic status, age, gender, religion, or marital status must not be used (APA, 2020).

Refer to the APA Manual, 7th edition, Chapters 8-10 for Citing and Referencing guidelines, and Chapter 5 for Bias-free language guidelines.

References

American Psychological Association (APA). 2020. *Publication manual of the American Psychological Association*. (7th ed.).
<https://doi.org/10.1037/0000165-000>