

Bachelor of Social Work: Formatting Requirements

Typeface

The use of a uniform typeface and font size enhances readability. The preferred typeface for APA publications is Times New Roman, with 12-point font size. Students can also use Calibri or Verdana.

Special Characters

Special characters are accented letters and other diacriticals. Type all special characters that you can, using the special character functions of your word processing program. For example, insert correct accents for words such as Māori, tēna koe and so on.

Line Spacing

1.5 or double-space between all text lines of the manuscript, this includes your references.

Margins

Leave uniform margins of at least 2.5 cm at the top and bottom of every page. Leave a margin of 4cm on the left hand side of every page. Do not justify lines on right side.

Paragraphs

Indent the first line of every paragraph OR leave an extra space between paragraphs. Do not do both.

Order of Pages

Title page to be provided. Identify the title page with the page number 1. The title page must provide course and assignment information. See the essay exemplar provided on this site. Include the word count on the title page (excluding in-text citations and the reference list).The reference list starts on a new page.

Page Numbers

Use the automatic functions of your word-processing programme to generate headers and page numbers. Put your name OR student ID number at the top right hand side of every page. Put the page number on the bottom right hand side of every page.

Spelling Check

Use it. Do not rely on spell check for correct use of words.

Please use English (New Zealand) style spelling, i.e., do not use American spelling except in quotes.

New Zealand	=	colour	✓
American	=	color	✗

Referencing

There are different styles of referencing. EIT uses the American Psychological Association (APA) referencing style. There are printed and online APA referencing guides available at the library.

When formatting your references:

- Start the reference list on a new page at the end of your assignment with the title “References” centred at the top.
- Place the list in alphabetical order by the first word of each reference.
- Format the list as hanging indent (first line of each reference is aligned to the left margin with all subsequent lines of the reference indented).
- Use the same line spacing as the rest of your assignment – usually 1.5 or double spacing.

Submitting Work in English and Te Reo Māori

Students may submit written work in English or in te reo Māori. Students are asked to give prior notice to the relevant course lecturer if they intend to submit in te reo Māori in order that appropriate marking may be arranged.

Proper Nouns

Always use a capital letter for the first letter of a proper noun. Proper nouns include names of people, places, companies, days of the week and months. For example:

- I live in **G**isborne
- The last day in **N**ovember is a **F**riday.

The Use of “s” with Māori Words

There is no “s” in the Māori language. Therefore there is no such word as Māori’s.