School of Nursing: Formatting Requirements

Typeface

The use of a uniform typeface and font size enhances readability. The preferred typeface for APA publications is Calibri, Arial, or Georgia size 11; Lucida Sans Unicode size 10; or Times New Roman size 12.

Line Spacing

Use double line spacing between all text lines of the manuscript. This includes your reference list and headings for figures and tables. It is acceptable to use single or 1.5 line spacing for table content to improve its appearance.

Margins and Text Justificaiton

Use the default margin settings of 2.54cm for all document margins.

Use left alignment for the document text and hanging indent for the reference list. Do not justify lines on the right side of the page.

Paragraphs

Indent the first line of every paragraph. Do not add extra line spacing between paragraphs.

Page Numbers

Use the automatic functions of your word-processing programme to generate headers and page numbers.

Put your student ID number at the top left side of every page in the header.

Put the page number at the top right side of every page in the header. The title page is page 1.

Title Page

On your title page include the:

- Assignment title
- Course title and number
- Due date
- Student ID number
- Word count

The above formatting requirements can be seen in the APA Student Example Paper

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Referencing

EIT uses the American Psychological Association (APA) referencing style. There are printed and online APA referencing guides available at the library. Also, watch the APA Reference List Formatting Video.

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 and in bold type.
- 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 double line spacing.

Spell Check

Use it. Do not rely on spell check for correct use of words. Use English (New Zealand) style spelling, i.e., do not use American spelling except when quoting.

New Zealand   =   colour   ✔
American   =   color   ✗

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.

Proper Nouns

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 (e.g., I live in **G**isborne. The last day in **N**ovember is a **F**riday). Disease and syndrome names are not proper nouns (e.g., diabetes) but may include a proper noun (e.g., Parkinson's disease).

Generic medication names are not proper nouns (e.g., paracetamol) but brand names are (e.g., Panadol).

Submitting Work in English and in Te Reo Māori

Students may submit written work in English or in te reo Māori. If a student wishes to answer assessments in Te Reo Māori, this must be communicated to the Programme Coordinator within four (4) weeks of the start of the course. This is in order that appropriate marking may be arranged.

The Use of "s" with Māori Words

There is no **"s"** in the Māori language. Therefore there is no such word as *Māoris*.

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