

# AMSI Style Guide

## **Text:**

Ensure document is saved as your name only (given and surname i.e. 'Lauren Draper')

Ensure all text is clear, legible and appropriate; i.e. Times New Roman.

Ensure body text is size 12 font

Ensure headings are suitably distinguished

First sentence of first paragraph should be flush with the left-hand margin. All paragraphs thereafter should be indented

Ensure all figures, graphs and tables are correctly labeled and referenced

Australian spelling: -ise, **not** -ize.

I.e. realise, **not** realize.

When referring in the possessive to two people, only place the **'s** after the second name

I.e. 'This is demonstrated by Douglas-Richard and Dystra's method.'

Quoted text should be surrounded by single quotation marks

I.e. Einstein famously quoted the following in jest of his peers, 'Do not worry about your difficulties in Mathematics. I can assure you mine are still greater.'

Quotation marks should be single outer, double inner.

'Then mum said, "Finish your thesis and go to bed," but I ignored her.'

## **Italics:**

Italicise unfamiliar, technical terms which are then immediately defined.

I.e. I started my investigation with *Latin square graphs*. Latin square graphs are a square array of numbers....

**Not**, what I found was an *infinite* family of such graphs could be constructed.

Do not italicise all technical terms.

I.e. generalised quadrangles, **not** *generalised quadrangles*, unless immediately defined.

Do not change fonts when using italics

I.e. In 1912 Birkhoff introduced the *chromatic polynomial*, which...

**Not**, In 1912 Birkhoff introduced the *chromatic polynomial*, which...

### **Referencing/citation:**

Please use consistent, specific citation.

Please use Harvard (author-date) referencing system

I.e. Journal Referencing

Author (Surname, initial), Year, 'Title being referenced,' *Journal*, vol. no, pp. no.

Novel Referencing

Author (Surname, Initial), Year, *Title*, Edition, Publishing house, Location.

Examples:

Bessant, J 2001, 'The question of public trust and the schooling system', *Australian Journal of Education*, vol. 45, no. 2, pp. 207-226.

Bessant, J & Webber, R 2001, 'Policy and the youth sector: youth peaks and why we need them', *Youth Studies Australia*, vol. 20, no. 1, pp. 43-47.

Robbins, SP 2004, *Organizational behaviour*, 11th edn, Pearson Prentice Hall, Upper Saddle River, NJ.

Robbins, SP & DeCenzo, DA 2004, *Fundamentals of management: essential concepts and applications*, 4th edn, Pearson Prentice Hall, Upper Saddle River, NJ.

Blainey, G 2003a, *Black kettle and full moon: daily life in a vanished Australia*, Penguin/Viking, Camberwell, Victoria.

Blainey, G 2003b, *The rush that never ended: a history of Australian mining*, 5th edn, Melbourne University Press, Carlton, Vic..

When referencing articles in languages other than English, use all original titles.

When referencing articles originally printed in languages other than English, please provide translation following the original title.

Original:

Pirandello, L, 1921, *Sei personaggi in cerca d'autore*, 10<sup>th</sup> Edition, Newton Compton, Perugia

Translation:

Pirandello, L, Trans. Eric Bentley, 1921, *Sei personaggi in cerca d'autore (Six Characters in Search of an Author)*, 10<sup>th</sup> Edition, Newton Compton, Perugia