The Department Nutrition and Dietetics:
Assessment Style, Formatting and Submission Guide

Purpose
The purpose of this guide is to assist students enrolled within the Department Nutrition & Dietetics with the style and format of assessment submissions.

Style Guide
- Use English spelling and grammar (as opposed to American).
- Ensure work is spellchecked and proof read prior to submission.
- Some examples of referencing journals articles are included below.

Print journal article with less than 6 authors
Format:
Author AA, Author BB, Author CC, Author DD. Title of article. Abbreviated title of journal. Date of publication YYYY Mon DD;volume number(issue number):page numbers.
Example:

Print journal article with more than 6 authors
Format:
Author AA, Author BB, Author CC, Author DD, Author EE, Author FF, et al. Title of article. Abbreviated title of journal. Date of publication YYYY Mon DD;volume number(issue number):page numbers.
Example:
**Electronic journal articles**

Use these formats when the journal article is only available online (for example: article published ahead of print or electronic only journal).

Format:
Author AA, Author BB. Title of article. Abbreviated title of Journal [Internet]. Date of publication YYYY MM [cited YYYY Mon DD];volume number(issue number):page numbers. Available from: URL

Example:

OR

Format
Author AA, Author BB, Author CC, Author DD, Author EE, Author FF. Title of article. Abbreviated title of Journal [Internet]. Year of publication [cited YYYY Mon DD];volume number(issue number):page numbers. Available from: URL DOI

Example:

**Formatting Guide**

**Text**

- Standard fonts are to be used (Times New Roman, Arial, Cambria, Calibri).
- Font should be at least **size 11**.
- Line spacing should be at least **1.5 spacing**.
- All margins should be at least **2cm**.
- Page numbers should be included on all assessment tasks e.g Page 1 of 10.
- Student ID number should be included in the top right header of every page.
- A word count should be included with all work submitted.
- Continuous line numbering should be included (page layout > page setup > line numbers > continuous). This enables teaching staff to refer to specific sections of text when providing feedback via Moodle.

Tables & Figures
- Label tables and figures with an appropriate title. The title should describe the contents of the table/figure sufficiently without need for the reader to refer to the text.
- Ensure that you refer to the table/figure within your text.
- Number your tables/figures consecutively throughout the text (eg. Table 1, Table 2; Figure 1, Figure 2 etc).
- Where possible, do not let a table run over two pages. If it is necessary to split a table over two pages, ensure that the table header row (with column headings) is present on both pages. For this to be done automatically, place your cursor within the table > select table tools > layout > repeat header rows.
- Standard fonts are to be used (Times New Roman, Arial, Cambria, Calibri).
- Font should be at least size 11.
- Line spacing may be single spaced for tables only.

Submission Guide
The majority of assessment pieces will be submitted via Moodle. Please refer to unit guides for submission requirements, due dates and times.

When uploading files to Moodle, please name your uploaded files as follows:

Student Number_Unit Code_Assessment task
For example: 12345678_BND0000_Critical Essay