
CAL-laborate
Style Manual

Page Setup

Page Size

Your page size should be set to A4 and the margins set at the following:

- Top: 2.54 cm
- Bottom: 1 cm
- Inner: 2 cm
- Outer: 1.5 cm
- Mirror margins

Column width where appropriate

First page of paper

Unequal columns – 5.25 cm - .51 cm – 11.74 cm, narrow column with 20% shading

Subsequent pages

Equal columns – 8.5 cm – 0.5 cm – 8.5 cm

Page Numbers

Bottom, center – using 10 point Times New Roman

Headers and Footers

Headers - 1.27 cm from edge. Footer – 0.83 from edge.

Mirror margins with Title of Publication, month of publication, year

Spacing

Single spaced, single line spacing between paragraphs

Main Text Details

Headings

Lower case except for first letter

Please use no more than 3 levels of heading and ensure they are applied consistently. The 1st level heading should be left justified, Times New Roman 14pt bold followed by one blank line (10 pt not bold). The 2nd level heading should be left justified, Times New Roman 10pt bold. The 3rd level heading should be left justified, Times New Roman 10pt bold italic.

Body

The main text should be Times New Roman 10pt with justified alignment. Each paragraph should be followed by one blank line. No indentation of paragraphs.

Diagrams, Tables and Figures

All diagrams, tables and figures included in the paper should be clearly labelled and centred between the margins. Please leave one blank line (10pt not bold) before the diagram, table or figure. For figures and diagrams, insert the label below each item, in Times New Roman 10pt and centred. The word **Figure 1**. Should be bold, then descriptor in normal font, no full-stop unless the descriptor is a full sentence. For tables, insert the label above the item. If the figure has no label, insert one blank line (10pt not bold) after the figure.

In-Text Citations

Avoid the use of footnotes. Insert the sequence (Name year) into the main text for a citation to a literature reference. Name refers to the family name of the author and year refers to the year of publication.

To cite several authors delimit the single authors by commas or 'and', ampersands (&) should not be used. The phrase et al. is valid for 3 or more authors **following the first full citation**. The year is written in long form [i.e., 1999] and use running lower case letters if you refer to more than one article of an author of the same year [e.g., Jones 1999a, 1999b]. Where more than one reference is used, separate each reference with a semicolon [e.g., Jones 1999a; White and Beckett 1997]. Where a quote from

the source document is included in the text, please refer to the page number, as in Jones (1999a; p.125). For quotations over two lines start a separate line (no space, no quotation marks) and indent the quotation 0.5 cm from the margin as illustrated below.

A WebQuest is an inquiry-oriented activity in which most or all of the information used by learners is drawn from the Web. WebQuests are designed to use learners' time well, to focus on using information rather than looking for it, and to support learners' thinking at the levels of analysis, synthesis and evaluation. The model was developed in early 1995 at San Diego State University by Bernie Dodge and Tom March.

Examples

- ... this special form (Black and Lines 1998b) is very ...
- ... direct reference from authors Black and Lines (1998a) ...
- ... more than one article by same author in one year (Keystone *et al.* 2000c) is used ...
- ... more than one author (Jones 1999a; White and Beckett 1997)
- ... and if more than one reference to same author (Iwarsson 1997, 1999) ...
- ... and if more than five authors (Steinfeld, Schroeder, Duncan, Faste, Chollet and Bishop 1979) on first occasion and (Steinfeld *et al.* 1979) on subsequent occasions.

Quotation marks

Single smart quotes, with the exception of a quotation within a quotation when double quotes are used.

Care with placing of quotation marks when used with quotes and end of sentence.

He said that 'It should be like this.'

The author makes reference to 'the way students approach their study'.

'But if the complete sentence is within quotes.'

Acknowledgments

This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References.

Abbreviations

Commas after	No comma after
e.g.,	etc.
i.e.,	et al.

No abbreviations

Figure, Table, Diagram

Demonstration, Laboratory,

Hyphen, n-dash, m-dash

Hyphen used within double words, e.g., web-based, student-centred, problem-based or prefix e.g., ex-wife

N-dash used with association between words e.g., Australian–American, no space before or after

N-dash used also for span figures e.g., 1997–99

M-dash used to break up a sentence e.g., one semester—12 weeks—was all the time available, no space before or after

Upper Case

Web when it is used as the Web, if used as a descriptor, web (lower case) e.g., web page, web site

Internet when it is used as the Internet, if used as a descriptor, internet (lower case)

Italics

Software titles e.g., *WebCT*, *PowerPoint*, *Windows*

Journal titles e.g., *Journal of Biological Education*

Course names e.g., *Physical Chemistry*

Except when used as a descriptor e.g., windows type computer

Spelling

Program

Tenses of words such as:

label – labelling, labelled

centre and centred

Bulleted and numbered lists

Bulleted and numbered lists (sentence dependent) are formatted as:

- no indent;
- colon on preceding line;
- lower case first letter;
- bullet small filled circle (as per example);
- hanging paragraphs of 0.5 cm;
- with a semi-colon at the end of each bullet;
- second last bullet has semi-colon and 'and'; and
- last bullet has full stop.

Bulleted and numbered lists

Bulleted and numbered lists (sentence dependent) are formatted as follows.

1. No indent.
2. Upper case first letter.
3. Hanging paragraphs of 0.5 cm.

List of references

- Alphabetical order on surname of first author
- Hanging paragraph – 0.5 cm

Book

Single author

Woodford, J.R. (2000) *The Wollemi Pine*. Melbourne: Text Publishing.

Two authors

Prusinkiewick, P. and Lindemayer, A. (1990) *The Algorithmic Beauty of Plants*. New York: Springer-Verlag.

Bernard, J.M. and Goodyear, R.K. (1992) *Fundamental of clinical supervision* (2nd ed.). Needham Heights, MA: Allyn and Bacon.

More than two authors

Steinfeld, E., Schroeder, S., Duncan, J.D, Faste, R., Chollet, D. and Bishop, M. (1979) *Access to the built environment. A review of the literature*. Washington, DC: Government Printing Office.

Journal articles

Always write journal name in full

One author

Odom, A.L. (1995) Secondary and college biology students' misconceptions about diffusion and osmosis. *The American Biology Teacher*, **57**(7).

Bordin, E.S. (1983) A working alliance model of supervision. *Counseling Psychologist*, **11**, 35-42.

Two authors

Jerome, L.W. and Zaylor, C. (2000) Cyperspace: Crating a therapeutic environment for telephealth applications. *Professional Psychology: Reserarch and Practice*, **31**, 478-483.

More than two authors

Cram, W.J., Torn, P.G. and Rose, D.A. (2002) Salt allocation during leaf development and leaf fall in mangroves. *Trees*, **16**, 112-119.

Chapter in book

One author

Pritchett, N. (1999) Effective Question Design. In S. Brown, J. Bull and P. Race (Eds), *Computer-Assisted Assessment in Higher Education*, London: Kogan Page.

Articles published in conference proceedings

Bain, J.D. and McNaught, C. (1996) Academics' educational conceptions and the design and impact of computer software in higher education. In C. McBeath and R. Atkinson (Eds) *The learning superhighway: New World? New Worries? Proceedings of the Third International Interactive Multimedia Symposium*. Perth, WA: Promac Conventions, 56-59.

Same author**Single author – earlier publication before later publication**

Iwarsson, S. (1997) *Functional capacity and physical environmental demand. Exploration of factors influencing everyday activity in the elderly populations*. Lund University, Sweden: Doctoral dissertation, Department of Community Health Science.

Iwarsson, S. (1999) The Housing Enabler: An objective tool for assessing accessibility. *British Journal of Occupational Therapy*, **62**(11), 491-497.

Multiple authors - Order based on alphabetical order of second author

Iwarsson, S. and Isacson, A. (1996) Development of a novel instrument for occupational therapy assessment of the physical environment in the home – A methodological study on the Enabler Occupational Therapy Journal of Research. **16**, 227-244.

Iwarsson, S. and Slaug, B. (2001) *Housing Enabler: An instrument for assessing and analyzing accessibility problems in housing*. Navlinge and Staffanstorp, Sweden: Vetem and Skapen HB, Slaug Data Management AB.

Web sites

Beckleheimer, J. (1994). *How do you cite URLs in a bibliography?* [Online] Available:

<http://www.nrlssc.navy.mil/meta/bibliography.html> [1995, December 13].

How to Cite the Internet. [Online] (2002) Available: <http://www.artsci.lsu.edu/poli/lis.html> [2002, February 6].

Unpublished work

Callan, V. (Unpub.). *My ideas about something*.