

## AMSI Style Guide

### Body Text:

- Ensure all text is clear, legible and appropriate; i.e. Arial, Calibri
- 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
  - i.e. '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.

i.e. Novel Referencing

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

- 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

## 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..

### 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