Formatting your assignment prior to submission

File format	The preferred formats are Microsoft Word for Windows or Macintosh, or Rich Text Format or PDF. Word compatible files written by other software (e.g., OpenOffice) may be submitted. Printed versions ("hard copy") are not acceptable. Compressed file formats such as "zip" are not acceptable.
Page setup	Page size A4 with margins set to: Top: 3.0 cm Bottom: 3.0 cm Orientation: Portrait (never use landscape) Left: 3.0 cm Right: 3.0 cm
Title	Arial 14 point bold followed by one blank line
Headings	Please use no more than 3 levels of heading and apply consistently. First level. Arial 12 point bold followed by one blank line, left aligned, sentence case. Numbering of first level headings is discouraged. Second level. Arial 10 point bold followed by one blank line, left aligned, sentence case. Numbering of second level headings is discouraged. Third level. Use of a third level heading is discouraged. A bulleted or numbered list (like this list) is our preferred alternative. If your work really requires a third level heading, use Times New Roman 10 point italic not followed by a blank line, left justified, sentence case.
Body text	Times New Roman 10 point, left aligned, single spaced, justified. Blank lines before and after headings and paragraphs are to be sized the same as text lines (i.e., Times New Roman 10 point).
Paragraphs	Use a blank line to conclude each paragraph, and no indents. Avoid using "spacing before" and "spacing after."
Text emphases	Avoid using bold or underline. Use italics for

	titles of books, journals, films, video, TV , and websites volume number in a journal you cite scales on tests genera, species and varieties of animals the introduction of a new, technical, or key term or label (but only the first time it is used) letters, words, or phrases cited as linguistic examples words that could be misread statistical tests and to indicate probability, but do not italicise subscripts anchors in a rating scale i.e., a scale ranging from 1 (*very likely*) to 5 (*unlikely*) Do not use italics to create emphasis for foreign phrases for chemical or trigonometric terms Capitalize the first word of a sentence the first word after a colon important words in titles of books and journal articles the name of sections of the manuscript departments in a university if used as a proper name trade and brand names of drugs, equipment, food nouns that are followed by numbers exact, complete titles of published and unpublished tests Do not capitalize nouns that describe common elements of books and tables precede a variable are names of effects, conditions or variables in a study name laws, theories, models, statistical procedures, or hypotheses will make up an abbreviation
Quotation marks and quotations	Quotation marks APA style favours double quotation marks over single quotation marks, which tend to be used only for quotes within quotes. This is contrary to some Australian and British styles. Use double quotation marks to introduce a word or phrase used as an ironic comment, as slang, or as an invented or coined expression (but only the first

	time the word or phrase is used). to set off the title of an article or chapter in a periodical or book when the title is mentioned in the text to reproduce material from test items or verbatim instructions Do not use double quotation marks to identify anchors of a scale (use italics) to cite a letter, word, phrase, or sentence as a linguistic example (use italics) to introduce a technical or key term (use italics) to hedge (no punctuation) Short quotations should be given with quotation marks in your running text, while longer quotations of more than two lines should be formatted as quotations. For longer quotations use Times New Roman 10 point, left aligned, single spaced, indented 1.0 cm left and right, not italicised, without quotation marks, and one blank line before and after. Referencing for the quotation may be given in the running text immediately before the quotation, or may be appended to the end of the quotation. Place commas and periods within closing quotation marks and other punctuation marks inside the quotation marks only when they are part of the quoted material.
Series and lists	In a paragraph enclose lowercase letters in parentheses to indicate a series i.e., (a) … (b) … (c) …. Elements with a series of sentences or paragraphs can be offset. Use the standard Microsoft Word indent from the margin i.e., 63 mm. Type the sentence or paragraph after the Arabic number, if order is important, or alternatively use bullet points, such as this example. If the element continues over more than one line the standard Microsoft Word hanging-indent should produce the correct result.
Abbreviations	Use abbreviations sparingly and consider whether the space saved justifies the time necessary for the reader to master the meaning of the abbreviation. Write out the term to be abbreviated completely on its first appearance. Follow this with its abbreviation in parentheses. Thereafter use the abbreviation. For example … reaction time (RT) is a factor in this test. It is not necessary to capitalize words in anticipation of the abbreviation unless the words would normally be capitalized.

	Abbreviations that appear as word entries in the Oxford English Dictionary do not need explanation. (e.g., IQ, ADHD, ISBN, etc.). The *Publication Manual of the American Psychological Association* lists many other forms of abbreviation, including Latin, scientific, and those used for statistical analysis. Please consult the manual for more details
Footnotes	Avoid using footnotes.
References: In text citations	Use the author-date system in your running text (i.e., current APA style). 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 individual authors by commas or the symbol &. The phrase et al. is valid for 3 or more authors following the first full citation. The year is written in long form (e.g., 1999) and may have running lower case letters appended if you refer to more than one same year article by an author (e.g., Jones, 1999a, 1999b). Where more than one reference is used, separate each reference with a semicolon (e.g., Jones, 1999a; White & 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). *Examples* ... this special form (Black & Lines, 1998b) is very ... ... as described by Black and Lines (1998a) ... ... and this argument (Keystone et al., 2000c) is used ... ... across time and space (Jones, 1999a; White & Beckett, 1997). ... Davis, Bagozzi, and Warshaw (1989) describe ... ... determined by beliefs (Davis, Bagozzi, & Warshaw, 1989). Please make minimal use of URL citations in your running text. Cite an author or organisational name and year (where year is that stated within the item when you last viewed it, or if undated, give your year of last viewing the item), and then include the appropriate details in References.
References: Reference list	In your reference list (first level heading, References) please use the style recommended in the current edition of the *Publication Manual of the American Psychological Association*. This prescribes alphabetical order by first author. Titles of items should be in sentence case. Use Times New Roman 10 point, left aligned, hanging-indent 0.5 cm, with a single blank line between each reference. The following provides examples of referencing for the main kinds of publications.

Periodicals

Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of article in sentence-style capitalization. *Title of Journal in Italics and Heading-style Capitalization*, *vol*(issue), pp-pp. doi:xxx

Koehler, M. J., & Mishra, P. (2009). What is technological pedagogical content knowledge? *Contemporary Issues in Technology and Teacher Education*, *9*(1), 60-70.

Wilson, G., & Stacey, E. (2004). Online interaction impacts on learning: Teaching the teachers to teach online. *Australasian Journal of Educational Technology*, *20*(1), 33-48. Retrieved from http://www.ascilite.org.au/ajet/ajet20/wilson.html

Bannan-Ritland, B. (2003). The role of design in research: The integrative learning design framework. *Educational Researcher*, *32*(1), 21-24. doi:10.3102/0013189X032001021

Books

Author, A. A., & Author, B. B. (yyyy). *Title of book in italics and sentence-style capitalization*. Location: Publisher.

Schunk, D. H. (2004). *Learning theories: An educational perspective* (4th ed.). Upper Saddle River, NJ: Prentice-Hall.

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Chapters in books

Author, A. A. (yyyy). Title of chapter in sentence-style capitalization. In A. Editor, B. Editor, & C. Editor (Eds.), *Title of book in italics and sentence-style capitalization* (xx ed., Vol. xx, pp. xxx-xxx). Location: Publisher.

Mayer, R. E. (2005). Cognitive theory of multimedia learning. In R. E. Mayer (Ed.), *The Cambridge handbook of multimedia learning* (pp. 31–48). New York: Cambridge University Press.

Conference paper

Author, A. A., & Author, B. B. (yyyy, Month). *Title of paper in italics and sentence-style capitalization*. Paper presented at the Name of the Conference, Location. Retrieved from http://www.xxx

Proceedings

Author, A. A., Author, B. B., & Author, C. C. (yyyy). Title of article in sentence-style capitalization. *Proceedings of the Name of Meeting, Location,* pp-pp. doi:xxxx

Proceedings published in book form should be referenced as for chapters in books.

Doctoral dissertation

Author, A. A. (yyyy). *Title of dissertation in italics and sentence-style capitalization* (Doctoral dissertation). Name of Institution, Location. Retrieved from http://www.xxx

Websites and online resources

If you refer to an entire website you do not need to include an entry in the reference list. Identify the title of the source and provide the URL in parentheses e.g., … the Australasian Society for Computers in Learning in Tertiary Education (http://www.ascilite.org.au/) provides …

Webpages

Australasian Journal of Educational Technology (2008). References for editorial, production and business management purposes. Retrieved from http://www.ascilite.org.au/ajet/about/ref/references.html

First in-text citation (Australasian Journal of Educational Technology [AJET], 2008)

Subsequent citations (AJET, 2008)

Blogs

Downes, S. (2007, February 03). What connectivism is [Blog post]. Retrieved from http://halfanhour.blogspot.co.uk/2007/02/what-connectivism-is.html

Wiki

Psychology. (n.d.). In *Wikipedia*. Retrieved October 29, 2013, from http://en.wikipedia.org/wiki/Psychology

Date of viewing may be omitted for journal and proceedings URLs considered to be of high reliability. However, if the contents of the website are likely to change then use the following format "Retrieved January 29, 2013, from"

More examples can be found at the APA (http://www.apastyle.org/). An example research paper may also be viewed at http://www.apastyle.org/manual/related/sample-experiment-paper-1.pdf

Tables	Number all tables with Arabic numerals in the order in which they are first mentioned in the text. Use Times New Roman 10 point. Do not add suffix letters to the numbers of the table. After a carriage return, place the title in sentence-style capitalization on the next line, using Times New Roman 10 point, italic. The title should be brief but explanatory. Each column should have a title, which should be brief, clear and explanatory (plain text). Limit the use of lines in tables to those that are necessary for clarity: one at the top, one after the headings and one after the last row. All abbreviations in the table should be explained.
Figures and diagrams	Number all figures with Arabic numerals in the order in which they are first mentioned in the text. Use Times New Roman 10 point, italic and place this under the figure. Do not add suffix letters to the numbers of the figure. The figure itself should have a legend, which explains the symbols used in the figure and is placed within the figure. Add a caption under the figure, following the figure number in plain text and sentence-style capitalization. This serves as an explanation and a figure title. After the descriptive phrase add information that may be needed to clarify the figure.