**Style notes**

For your assignments, I prefer 12pt Calibri for the text.

Text should be fully justified (i.e it runs evenly from left to right)

Don't put words in all caps, use italics only for titles, use bold only in cross heads, have a page number at the top right of each page and start the reference list on a new page.

Cross heads should be used sparingly.

Double space the text.

If you submit the cover sheet separately it will reduce your Turnitin similarity score considerably.

If your Turnitin score is at or over 30% it must automatically be reported.

I prefer English spelling since we are in New Zealand and follow British conventions, so 're' not 'er' and 's' instead of 'z' in words like organisation.

Make sure your uploaded file has your name on it. Don’t just call the file “Assignment 1.”

Call the file “[Your name] Capabilities Ass 1.” Please ensure that your name matches what is on the student list.

**Referencing:**

You must ensure that everything is referenced in APA style. <https://studentservices.op.ac.nz/assets/Uploads/OP-APA-7th-quick-guide-May-2020.pdf>