

Formatting your assessment for Harvard

General Formatting

The following guidelines have been set out by Southern Cross University; however, check with your lecturer.

Some accepted fonts and sizes

- Times New Roman 12
- Calibri 12
- Arial 12

References

Place the title References on a new page. Centre the title on the page. Align references left. Use single line spacing for complete references. Place a space between references.

Paragraphs

Text paragraphs should be justified with 1½ line spacing. Headings should be in bold and title case, with capital letters for the first word and all main words. Centre Level 1 headings on the page. Level 2 heading are aligned left and italicised.

Headers

The header should only consist of the page number, unless otherwise specified by your unit assessor. The page number should be in the top right corner, starting on the title page. A running head is no longer required unless requested from unit assessor.

Spacing

Your paper should have 1.5 line spacing unless otherwise specified by your unit assessor. There should be one space between paragraphs. This does not include the title page, within tables and figures, footnotes or equations.

Margin

Your paper should have a 1in. (2.54cm) margin on all sides.

Figures

Figures should be numbered with captions which are placed consistently through the document. Figures must be referred to by their number in the main body of the text, e.g. Figure 1 show ... If you reproduce figures, images from other sources, provide in-text citation in the caption or with a simple heading Source or Sources below the figure. For example:

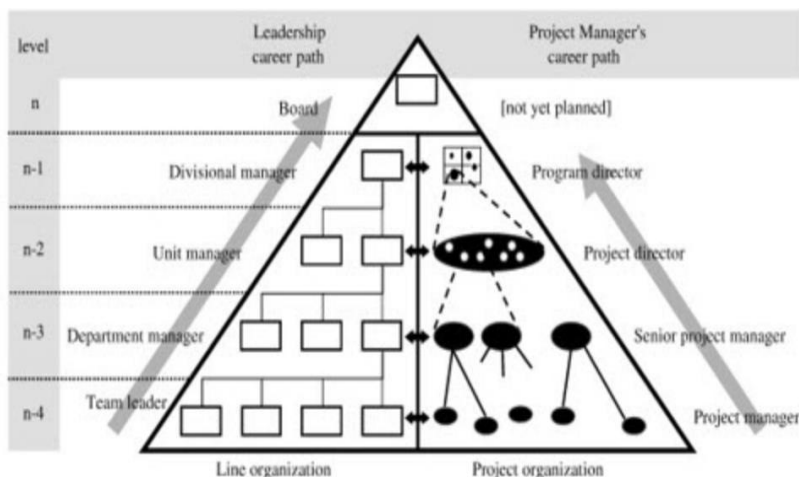


Figure 1. Matching of leadership and project managers' career path (Holzle 2010, p. 784)

Reference list Harvard

Holzle, K 2010, 'Designing and implementing a career path for project managers', *International Journal of Project Management*, vol. 28, no. 8, pp. 779-86.

Reference list New Harvard (from November 1, 2022)

Holzle K (2010), 'Designing and implementing a career path for project managers', *International Journal of Project Management*, 28(8):779-86, doi:10.1016/j.ijproman.2010.05.004.

Tables

All tables should be clearly numbered with a title. If you reproduce or compile a table using data from other sources (i.e. a book, journal article, report, or web document, cite the sources below the table with a simple heading Source or Sources: Source: Jenkins (1999, p. 9) Source: Adapted from Jenkins (1999, p.9).

Injury type	Flat race fatalities, % of total	Jumps race fatalities, % of total
Limb	73.4	68.7
Cranial or vertebral	2.5	16.2
Sudden death	19.0	3.5
Total fatalities	316	198

Source: Boden et al. (2006).

Reference list Harvard

Boden, LA, Anderson, GA, Charles, JA, Morgan, KL, Morton, JM, Parkin, TDH, Slocombe, RF & Clarke, AF 2006, 'Risk of fatality and causes of death of Thoroughbred horses associated with racing in Victoria, Australia: 1989–2004', *Equine Veterinary Journal*, vol. 38, no. 4, pp. 312-8.

Reference list New Harvard (from November 1, 2022)

Boden LA, Anderson GA, Charles JA, Morgan KL, Morton JM, Parkin TDH Slocombe, RF and Clarke AF (2006) 'Risk of fatality and causes of death of Thoroughbred horses associated with racing in Victoria, Australia: 1989–2004', *Equine Veterinary Journal*, 38(4):312-8, doi:10.2746/042516406777749182.

Title page

Title pages should be used unless your unit assessor has requested the SCU cover page. Identify the unit name & code, assessment title, student name & ID, and the word count. Follow the formatting displayed below.

Example Title Page Format for Harvard.

Earth Systems - SCIN1004

Assessment 1: Climatology Assessment

Tutor: S Wilde

John Smith: 20222022

January 30, 2022

Word count 1578