Student Assessment Style Guide Policy

Policy name	Student Assessment Style Guide Policy
Policy number	TLP018
Date approved	4 February 2015
Approving body	The Academic Board (Senatus)
Responsible officer	The Head of School
Implementation officer	Course Co-Ordinators
Next review date	June 2017
Linked policies	
Linked forms	

The purpose of this policy

The purpose of this policy is to ensure that The Cairnmillar Institute (the Institute) meets the highest intellectual and academic standards.

Essay Lay-out

Essays must be on International Standard Paper Size A4 (measuring 297mm x 210mm).

- Sheets must be numbered consecutively and clearly.

- Margins must be 3cm, uniform on all sheets.

- The essay must be typed in double or 1 ½ line spacing.

- The essay must be submitted in a size equivalent to 12 point Arial font.

Essay Format

Each essay must include a title page including the full title of the essay; full name of the author; the unit and the name of the unit and course for which the essay is submitted; the name of the Institute; the name of the unit co-ordinator and the month and year the essay is submitted.

The remainder of the essay must comply with the following:

- The main text would typically include the following components:
    - an abstract,
    - an introduction to the topic including an overview of the literature,
    - the main body of the essay including support from the literature to support the argument, and case descriptions where appropriate,
    - discussion,
    - conclusions
    - references

- A student's own words must be used in writing the essay, except where quotes are indicated by quotation marks or offsetting, and referenced accurately

- Language that stereotypes human beings or communities on the basis of their race, colour, class, religion or gender must not be used

- Essays must be written in complete sentences, and in paragraphs (of 3 or more sentences), with each paragraph separated by a double return

- All assessments must comply with the APA style guide (6th ed.) at www.apastyleguide.com

References

For further information, refer:	
For print sources	American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.
For electronic sources	Li, X., & Crane, N. (1996). *Electronic style: A handbook for citing electronic information* (Rev. ed.) Medford, NJ: Information Today.
Electronic Reference formats Recommended by the APA	http://www.apastyle.org/learn/index.aspx
Figures and tables	If you including figures and tables in your work, the APA have strict guidelines that

	must be followed.
How to write an essay	O'Shae, R., Moss, S., McKenzie, W. (Eds.) (2007) *Writing for Psychology.* (5th ed.) Thomson Learning Australia: