

Basic Style Guide

Students at Photography Studies College may present their written assessment in any way they feel is to their advantage. However, here are some suggestions about good presentation style.

- choose a clear font type, such as Arial or Times New Roman
- use an easily legible font size such as 11 or 12 points
- use 1.5 or double spacing
- indent the first line of paragraphs, except when immediately following a title, rather than separating paragraphs with a blank line
- align text left or justify text
- put your bibliography on a separate page at the end of your piece of work, under the heading 'Bibliography'
- use double-sided printing where possible
- use single quotation marks in most cases, double quotation marks can be used for quotes within quotes or quotes within titles
- for quotations more than a few lines in length, indent, left and right, and put the text in a font size one point smaller than the rest of the text
- insert page numbers at the bottom right or centre
- put titles of books, journals, and artworks in italics