

Recommended Formatting Guidelines

Always refer to the assignment guidelines when it comes formatting your writing. If your assignment does not specify any formatting, follow these general guidelines:

- **Margins:** 2.5 cms margins are required around the text. Leave the right margin unjustified (ragged). No columns!
- **Line Spacing:** Use 1.5 spacing for the main text (single space only within the abstract, notes, titles and headings, block quotes, tables and figures, and references—everything but the main text)
- **Font:** Use Times New Roman, 12-point font throughout except where specified
- **Indents:** 1 cm indents are standard (use the “tab” button) for new paragraphs
- **Page Numbers:** Place page numbers in the bottom center throughout
- **Sections:** Use small Roman letter numbering for initial pages. Start with Indo Arabic numbering from the main text. Include title page in numbering but do not display number of title page or section separators
- **Page Headers:** Put the title of your document in the top left-hand corner of the page
- **Title Page:** On the title page of your document center the following:
 - Title of document (in bold 16 point) with the suffix “ a (type of submission) submitted as part of the requirements for the course of Masters of Physiotherapy Year I (in regular 14 point)
 - Your name (bold 14 point)
 - Your moderator’s name, degree and designation (bold 12 point)
 - Submission date (regular 12 point)
 - College name (bold 12 point)
- **Certificate:** I declare that the contents of this document are my original work and I have cited all work referred to as per guidelines. This should be followed by your name and signature and date on the left hand side. Below that “I confirm that this work has been performed under my guidance. This sentence should be followed by the moderator/s name, signature and date.
- **Acknowledgement:** If this exists, it must be written in italics and must be contained in one page
- **Table of contents :** This must list main text in sections and subsections with appropriate page number. Must contain a separate page with List of tables and another page list of figures and if images are given another page list of images
- **Abbreviations:** list all abbreviations with the full form written out. Every abbreviation that appears in the text must be listed
- **Main text:** if logical sections are necessary, there should be a section header page preceding it. All citations must be in Vancouver style. Citations must be inserted for images as well. Sub heading must be bolded in point 12. Important messages must be written in a box with a light grey background.
- **Section header:** the section header will be in italics 14 point and the page must be counted for numbering but page number must not be displayed
- **References/ bibliography:** must be in Vancouver style. Page numbering will cease with the last page of references.
- **Appendixes:** these must be ordered in order of appearance in the text and must be consecutively numbered using upper case letters. Each appendix must be preceded by a section page with Appendix ... and the title of the appendix. Page

numbers will continue using lower case Roman alphabet consecutively from the end of the first section.

- **Other:** paragraphs must be separated using logical divisions. A paragraph must contain at least two sentences. All numbers at the beginning of sentences must be written in words. Any single digit number not followed by a unit of measurement must be written in words wherever it appears in the text.