

Note: When sending your abstract, please write your name in a subject column.

Title of the paper (center alignment)

NAME SURNAME

Abstract:

Short sum up of the problematic, the research in this topic carried so far, reasons for carrying out this particular study, the aims of this particular paper, questions to be answered. A 300 word abstract should follow. Include up to 6 keywords or phrases.

Key words: Key word, Key word, Key word, Key word, Key word

Introduction

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Heading 1 (1 to x, no multilevel headings)

(All the data concerning referncing in text and in the list of refernces are taken from http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm, pls. see this page for further details.)

References in the text should be as follows: You might summarise and correctly reference the entire gist of the book in the following way: Phillips (1999) suggests that generational change is inevitable and continuous.

Direct quote from a book or journal article with one author as follows: When organising our time, Adair (1988: 51) states that ‘the centrepiece will tend to be goals and objectives’ or When organising our time ‘the centrepiece will tend to be goals and objectives’ (Adair, 1988: 51)

Direct quote from a book or journal article with two authors should look as follows: McCarthy and Hatcher (1996: 69-70) insist that with presentations ‘structure must be clear and precise’.

Direct quote from a book or journal article with three authors looks like this: Fisher, Ury and Patton (1991: 37) suggest that when emotional issues cloud negotiation, ‘some thoughts are best left unsaid’.

Direct quote from a book or journal article with more than three authors looks like this: Morris et al (2000: 47) state that ‘the debate of these particular issues should be left to representative committees’.

When you paraphrase, it will look much the same as the direct quotation examples, but without the inverted commas: By improving your posture you can improve how you communicate feelings of power and confidence (McCarthy and Hatcher, 1996: 111).

Direct quote and paraphrasing from a source with a ‘corporate’ or government author looks like this: The DfEE (2001: 8) suggest that each year ‘some have estimated the cost to the country of poor literacy and numeracy skills to be as high as £10 billion’ or paraphrase: The effect of low levels of adult numeracy and literacy skills could be costing Britain around £10 billion each year (DfEE, 2001: 8).

If the author you are quoting from will quote another author to support his or her argument, you should reference like this: Eisenberg and Smith (in Bolton, 1986: 85) agree that ‘it is hard to assign general meaning to any isolated nonverbal sign’.

If the author of a source is anonymous, replace the author’s surname with the title of the work in the brackets containing the reference: The flora and fauna of Britain ‘has been transported to almost every corner of the globe since colonial times’ (*Plants and Animals of Britain*, 1942: 8).

Reference newspaper and magazine articles in the same way you would for other books and journals. The *Guardian* reported that twenty-nine inmates were participating in the programme (‘Serving time’, 1996: 21).

Sometimes you may wish to use material from lectures, discussions, interviews, or distance learning courses to supplement your assignments. Mr Bob Builder, Managing Director of Builder’s Construction, stated in an interview on 5 September 2000 that ‘customers were increasingly asking for traditional methods and materials to be used in construction projects’.

Dr Wilma Flintstone stated in her lecture on 5 September 2000 that acid jazz has roots as far back as 1987. Adult learners should learn the art of effective note taking for the simple reason that students ‘are more likely to remember what they have heard or read if they take an active part in their learning’ (Dhann, 2001:3). Or, if the author is unknown: Adult learners should learn the art of effective note taking for the simple reason that students ‘are more likely to remember what they have heard or read if they take an active part in their learning’ (Department of Lifelong Learning, 2001: 3).

Electronic sources such as WWW pages, electronic databases and electronic journals are cited in the text in much the same way as traditional print sources, with the exception of page numbers. The author’s name is followed by a publication date, but no page numbers are listed. If no publication date is available, and this might be the case for WWW pages, then where the date should go, insert (n.d.) which stands for ‘no date’. If no author is listed for an electronic source, use the title of the publication in the same way as you would for any other anonymous source.

List of References (On a separate page)

List the authors in the alphabetical order (pls, see below the right style of referencing of different media and sources)

Book with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

Book with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

Book with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

Book – second or later edition

Barnes, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

Book by same author in the same year

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

Book with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

If you have used a chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

Books with an anonymous or unknown author

The University Encyclopedia (1985) London: Roydon.

Written course material, for example distance learning unit material

Dhann, S. (2001) CAE0001LWR Unit 5: Note taking skills from lectures and readings, Exeter: Department of Lifelong Learning.

OR, IF THE AUTHOR IS UNKNOWN

Department of Lifelong Learning (2001), CAE0001LWR Unit 5: Note taking skills from lectures and readings, Exeter: Author.

(NB – 'Author' at the end means that the publisher is the same as the author)

Government publications

Department for Education and Employment (DfEE), (2001) *Skills for life: The national strategy for improving adult literacy and numeracy skills*, Nottingham: DfEE Publications.

Conference papers

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *Infront Outback – Conference Proceedings*, Australian Rural Health Conference, Toowoomba, pp. 143 – 148.

Newspaper articles

Cumming, F. (1999) 'Tax-free savings push', *Sunday Mail*, 4 April, p. 1.

OR, IF THE AUTHOR IS UNKNOWN

'Tax-free savings push', *Sunday Mail* (4 April 1999), p. 3.

Journal article

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, August, pp. 103-107.

Journal article with both volume and issue number

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, no. 2, August, pp. 103-107.

Journal article from CD-ROM, electronic database, or journal

Skargren, E.I. & Oberg, B. (1998) 'Predictive factors for 1-year outcome of low-back and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy', *Pain [Electronic]*, vol. 77, no. 2, pp. 201-208, Available: Elsevier/ScienceDirect/ O304-3959(98)00101-8, [8 Feb 1999].

**PLEASE, USE THE ABOVE CREATED TEMPLATE
(INCLUDING FORMATING AND REFERENCING)
AS THE OUTLAY FOR YOUR TEXTS**

