Essay Page Layout

Ordinary text appears like this. Use a sans serif typeface, no larger than point size 12. These typefaces include Calibri, Ariel and Helvetica. Your work must be double line spaced, like this, and aligned to the left not centred or justified. If you include a quote that is shorter than two lines, “this is how it should appear” (followed by a reference).

> Quotes that are longer than two lines in length are treated differently. They are indented from the main text, aligned to the left not centred, and single line spaced. You must not include quotation marks with these quotes.
>
> (Harvard reference goes here)

Paragraphs can either be indented at the start of the text to the left, as in this example, or align to the left. In both instances press the return key twice to have extra space between paragraphs; this gives you twice a double line space. Your work must have margins of approximately 3cm on the left and 2.7cm on the right.

You need to emphasise the title of a work of art, book, or film by using italics. Do not use “double” or ‘single’ quotation marks. Make sure you fully label any images you include in your work: Illustrator/artist’s name, then the title of the work, then the year. You can include the process or materials used to make the work and its dimensions, if relevant to the discussion. Your images should be clear and large enough to ‘read’. Make sure you direct the reader to your images. Use Figure1, fig.2, and so on. Ensure you number all your pages in the bottom right hand corner.