



## CRC CARE technical report style guide

(Based on Australian Style Manual)

### General guidelines

- Please use this style guide in conjunction with the *Technical report template* word document. Use this template when producing your report.
- Make sure your document is proofread and spell-checked prior to submitting.
- Graphics/images should be provided as separate files also (i.e. jpegs, tiffs).
- All text to be 'Arial' font.

### Typical report structure

CRC CARE acknowledges that report structures may vary to service different needs. However, as a guide, a typical report may include all or some of the following sections:

- Cover (CRC CARE will add a Technical Report cover to all reports)
- Title page
- Reverse of title page (CRC CARE will insert this page after completion – contains disclaimer, ISBN, contact details etc.)
- Acknowledgements
- Executive summary
- Table of contents
- Lists of appendices, figures and tables (following table of contents)
- Introduction/background to study
- Body of report
- Recommendations
- Conclusion
- References
- Appendices.

Please make sure you include within the report milestones addressed, method and materials/approach to the study, results and discussions, and main findings including highlights.

## Cover

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CRC CARE will create a cover for the report to maintain consistency and uniformity throughout the Technical Report series. A Technical Report number will be assigned to the report.

## Title page

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Please note that the title page is **not** the Technical Report cover. For details on the cover see above.

The title pages should be filled in as per the *Technical report template*.

- If more than one author, list affiliations as set out below:

[Report name]  
M. Loxton<sup>1</sup>, E. Kenny<sup>1,2</sup>  
<sup>1</sup>Affiliation 1, <sup>2</sup>Affiliation 2

- Company logo/s can be added at the bottom next to the CRC CARE logo if desired.

## Margins

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Page margins should not be changed from what has been set in the *Technical report template* – 2 cm top/bottom; 3 cm left/right.

## Footer

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Insert name of report in the footer as indicated in the *Technical report template*, in italic, 7pt.

## Table of contents

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- All levels of headings used should appear in the table of contents.
- Include separate lists of appendices, tables and figures (as per the *Technical report template*). These are to be filled in manually.
- The Table of Contents has already been set up in the *Technical report template* to include all headings using the Heading 1, Heading 2 and Heading 3 style headings (see 'Style Headings' section of this guide).
- To update the table of contents once your report is complete, simply highlight the table and go to:

(Microsoft 2007): **References** ⇒ **Update table** ⇒ **Update entire table**

(Microsoft 97-2003): **[Right click]** **Update field** ⇒ **Update entire table**

## Headings

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- Use minimal capitalisation – caps should only be used for the first word in heading only (unless it includes a proper noun or name).
- Inset a line space between the end of one section and the heading of a new section. Heading 1 headings should always begin on a new page (the *Technical report template* has automatically been set to do this).
- Headings should be restricted to a maximum of three levels of headings:
  - 1 [Heading 1]
  - 1.1 [Heading 2]
  - 1.1.1 [Heading 3]

## Style headings

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Style headings are already set up in the *Technical report template*. These are the only headings and style of text that should be applied to your report. These are:

- Body text (Arial, 11 pt, left justified, 8 pt spacing after)

- **Heading 1**

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(numbered) (Arial, 16 pt, bold, left justified, paragraph underlined, page break before, 20 pt spacing after)

- **Heading 2** (Arial, 13 pt, bold, left justified, 8 pt spacing after)
- **Heading 3** (Arial, 11 pt, bold, italic, left justified, indented 0.75cm, 8 pt spacing after)

- **Un-numbered heading**

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(Arial, 16 pt, bold, left justified, paragraph underlined, page break before, 0 pt spacing after)

- **Table/Figure captions** (Arial, 9 pt, bold, left justified, 10 pt spacing before, 2 pt spacing after)
- Long quote (Arial, 11 pt, left justified, 8 pt spacing after, indented 1cm left and right)

*Note:* Un-numbered headings are used for Appendices. See 'Appendices' section of this guide for further information.

## Dot points/Numbering

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- Dot points should be left aligned, flush with the left hand margin. Text should be indented to 0.75cm.
- A secondary tier of dot points can be used if necessary, with a dash indented to 0.75cm and text indented to 1.5cm.
  - First tier of dot points
    - Second tier of dot points

- Numbering should be in the format of 1. 2. 3. etc. Numbering should only be used when showing priority or chronology, or if points are identified elsewhere within the document.
- A secondary tier of numbering can be used if necessary, with an a) etc. indented to 0.75cm and text indented to 1.5cm.

1. First tier of numbering
  - a) Second tier of numbering

- Dot points that follow on in a sentence structure from the lead-in statement should not have caps or full stops for each point. The second last bullet point should be followed by a comma and 'and' if the bullet points follow on from the lead-in sentence. The lead-in sentence should be followed by a colon.

A list of dot points is:

- indented like this
- has no caps or punctuation except in the second last point, and
- finishes with a full stop.

Dot points that are complete sentences in themselves should be punctuated as such (i.e. with capitals and full stops). The lead-in statement to these should also be followed by a colon.

## Body text

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- Acronyms must always be spelt out in full in the first instance, followed by the acronym in brackets. The acronym can then subsequently be used on its own.
- Use English Australian or UK spelling rather than American (i.e. 'fertiliser' rather than 'fertilizer').
- Body = 11 pt; line spacing = 1.15
- Text should be left justified.
- Use single quotation marks. Double quotation marks should be used only when quoting within a quote.
- Publication titles should be in italics, and without quotation marks.
- Minimal capitalisation is to be used – caps only for proper nouns or names.
- One space after full stops.
- Underlining should not be used for body text.
- Long quotes (i.e. more than around 30 words long) should be separated out from the text as a block quotation.

Block quotes should be treated like this:

'They should be preceded by a colon, with the quote on the following line using the 'quote' style (see 'Style Headings' section of this style guide). Quotes should be enclosed in single quotation marks, and the in-text reference should include the page number (see 'Referencing' section of this style guide)' (Reference details).

## Numbers

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- Numbers 1-9 are spelt out, 10 and above use numerals – i.e. one, two, three, four, five, six seven, eight, nine, 10, 100. Exceptions are:
  - when numbers are accompanied by an abbreviated unit of measurement (5 km)
  - in a mathematical context (e.g. for equations, ratios)
  - decimal numbers
  - when used in a related series of numbers provided for comparison, and
  - in tables.
- Use of commas with numbers:
  - *In text*: Use commas between every three digits, except if number is four digits long (1000, 10,000, 100,000, 1,000,000).
  - *In tables*: Commas should be used for numbers of four or more digits if they are in a table where large numbers are lined up along one another. Make sure comma use in tables is consistent.
- Numerals are used for percentages followed by '%'. (10%; 10–20%; between 10 and 20%)
- Measurements should have a space between the numeral and unit of measurement (i.e. 2 mm, 5 kg). No space is required for currency (\$20), percentage (30%) or degree (45°C)
- Ratios – no space either side of colon (20:1)
- Decimal places – ensure the same number of decimal places for all quantities being compared (e.g. in a table). Decimal points less than one should have a 0 in front.

## Text – spelling, capitalisation, punctuation

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- cf. (full stop after, no italics)
- e.g. (not 'eg', 'eg.' or 'e.g.,'). Preceded by comma if included in the body text (not necessary if the example is in brackets)
- et al. (full stop after, no italics)
- etc. (full stop after)
- For example, (comma following)
- i.e. (same as 'e.g.')
- p. (for single pages)
- pp. (for plural pages)
- Program (not 'programme')
- Sulfur/sulfate (not 'sulphur'/'sulphate')
- US EPA (not USEPA)
- versus (not 'vs').
- Italics should be used for:
  - book/journal titles
  - legislation
  - scientific names of animals/plants
  - foreign words/phrases.

- Organisations should be referred to in the singular rather than a plural (e.g. 'CRC CARE is...' rather than 'CRC CARE are...').
- Plurals – shortened words/phrases do not use apostrophes to make plural (i.e. VOCs not VOC's).
- States – should be spelt out in full in-text; can be abbreviated in tables (Qld, Vic, Tas, NSW, WA, NT, ACT, SA. The word 'state' has a lower case 's'.
- / – Without spaces either side (and/or).

## Date format

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- Dates should be listed as 25 June 2008.
- 25–28 June 2008 (for more than one day).  
*Note:* En rules (not hyphens) should be used to show spans of time, figures and distance. En rules can be inserted by using the key command: Ctrl + Num -
- 2007–08, or 1999–2000 if spanning across the millennium.
- 1990s (no apostrophe required).

## Tables/Figures

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- Use 10 pt text for tables, unless it doesn't fit properly in which case it can be dropped to 9 pt.
- Use 9 pt italic text for footnotes.
- Tables and figures should fit in between the document margins and not extend outside of this.
- Tables and figures should be labelled Table 1, Table 2 / Figure 1, Figure 2 etc. (not 1.1, 2.1 etc.)
- All tables and figures **must** be referred to in the report text.

### Table/figure headings

- Table headings go above the table.
- Figure headings go below the figure.
- The entire heading should be bold.
- Use the 'Table/Figure caption' style (see 'Style headings' section of this style guide).

## Appendices

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- Use un-numbered heading style (see 'Style headings' section of this style guide) for 'APPENDIX [ ]'
- Use letters rather than numerals, e.g. Appendix A, Appendix B...
- Immediately underneath add the Appendix name in Arial, bold, 14 pt, 20 pt spacing after (as per *Technical report template*):

## APPENDIX A

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### This is an example Appendix heading

## Referencing

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- **All in-text references must be included in and correspond to the Reference List.**
- In-text citations are listed in alphabetical order when more than one appears in the same place.
- Listings in the Reference List that start with the same author but have different following authors should be listed alphabetically by author, and should go from least amount of authors to most amount of authors.
  - i.e. Loxton, M 2008,
  - Loxton, M & Smith, L 2006,
  - Loxton, M & Smith, L 2008,
  - Loxton, M, Kenny, E & Smith, L 2007,
- The Reference List should list items by the same author chronologically.
- 'et al.' should not be used in the Reference List – all authors need listing.
- No indentation required for Reference List.
- Remove hyperlinks from website references.

## Examples of referencing

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### **In-text references:**

#### *General citation*

(Loxton 2008)

#### *More than one author – use ‘&’ (general citation)*

(Loxton, Smith & Hill 2008)

#### *Author name incorporated in text*

Loxton (2008)

#### *More than one author – use ‘and’ (when author is incorporated in text)*

Loxton, Smith and Hill (2008)

#### *When more than three authors – use et al. (NOTE: this is for in-text referencing only – the Reference List should include **all** authors)*

(Loxton et al. 2008)

#### *More than one citation – alphabetical order, not chronological*

(Kenny 2007; Loxton 2005; Smith 2008)

#### *More than one citation – same author, different years*

(Loxton 2007, 2008)

#### *More than one citation – same author, same year*

(Loxton 2007a, 2007b)

#### *More than one citation – different authors, same surname*

(Loxton, M 2007; Loxton, P 2007)

#### *Direct quote – include page number in reference*

(Loxton 2008, p. 10) [or pp. 10-11]

#### *Personal communication (does not need to be included in references)*

(Meredith Loxton 2008, pers. comm., 25 June)

### **Reference List:**

#### **Journals**

##### *Single author*

Loxton, M 2008, ‘Article title’, *Journal title* journal publication details [vol., no., pp.].

##### *More than one author – use ‘&’ rather than ‘and’*

Loxton, M, Kenny, ER & Smith, L 2008, ‘Article title’, *Journal title* journal publication details [vol., no., pp.].

#### **Books**

##### *General reference*

Loxton, M 2008, *Book title*, Publisher, Place of publication.

##### *Editor listed as key author*

Loxton, M (ed.) 2008, *Book title*, Publisher, Place of publication.

##### *Book volume listed*

Loxton, M 2008, *Book title* vol. x, Publisher, Place of publication.

##### *Book edition listed*

Loxton, M 2008, *Book title* x edition, Publisher, Place of publication.



*Author and editor are both listed*

Loxton, M 2008, *Book title*, ed. E Kenny, Publisher, Place of publication.

**Book chapters**

*Book and chapter are by the same author*

Loxton, M 2008, 'Chapter name', in *Book name*, Publisher, Place of publication.

*Book has a chapter author and a book editor*

Loxton, M 2008, 'Chapter name', in L Smith & ER Kenny (eds), *Book name*, Publisher, Place of publication.

**Theses**

Loxton, M 2008, 'Thesis title', [type of thesis, i.e. BAppSc.] thesis, University name.  
(List place of publication when not inferred by university title)

**Conferences**

*Paper presented at a conference*

Loxton, M 2008, 'Name of paper', paper presented at [conference details – include name, location, date]. – note this is the case for unpublished abstracts/posters also.

*Paper in a proceedings book*

Loxton, M 2008, 'Name of paper', in *Name of Proceedings book*, Conference name, location, date, pp.

*Paper in a proceedings book with an editor*

Loxton, M 2008, 'Name of paper', in ER Kenny (ed.), *Name of Proceedings book*, Conference name, location, date, pp.

**Media releases**

*Listed author for media release*

Loxton, M 2008, *Media release title*, media release, organisation, place of publication, date.

*Company as author for media release*

CRC CARE 2008, *Media release title*, media release, Adelaide, 25 June.