

School of Nursing and Midwifery Academic Writing Requirements

Nursing and midwifery students must adhere to the following requirements for all written assignments:

Format

- Use plain fonts such as Arial or Calibri
- Use a font size of no less than 11
- Use 1.5 line spacing
- Set margins at 2.5cm
- Number the pages

Relevance

- The assignment content is relevant.
- There is comprehensive coverage of the topic showing a good understanding of course content, course readings (including textbooks) and other relevant materials.

Expression

- The information and ideas are logically planned and sequenced.
- The writing expresses ideas and information clearly.
- There are correctly structured paragraphs and sentences.
- The grammar, spelling and punctuation are correct.
- There is use of inclusive language (e.g. avoid **manpower** and use instead **workforce**)

Referencing/ supporting documentation

- The assignment is based on relevant and wide reading of textbooks and other relevant materials.
- The ideas and information from the material you have read are integrated into sentences and paragraphs **and** the sources are acknowledged using in-text references (UniSA Harvard style).
- The original words of the material you have read are paraphrased so that they are very different from the original wording. There is minimal use of direct quotes.
- The reference material used is credible and not older than 10 years. Some assignments will have particular requirements about how recent the literature needs to be.
- The reference list is correctly presented on a separate page(s) at the end of the assignment using the UniSA version of the [Harvard referencing system](#).
- The reference list comes before any appendices (e.g. tables, diagrams or charts).

Quotes

- There is minimal use of direct quotes. Direct quotes are used when the exact words have a greater impact than a paraphrase, for example when providing:

- a definition
 - a well-known or historically significant statement
 - a significant thought from an authority
 - a unique or memorable idea
 - a controversial or conflicting idea
 - a position or argument to critique or comment on
 - statistics or technical data
- If direct quotes are used to support ideas in an assignment, these quotes are included in the word count.

Word count

- The assignment adheres to the set word count, allowing for plus or minus 10%.
- The word count for an assignment **excludes** any title page, table of contents, tables, figures, reference list, appendices and feedback form.

Submission

- Assignments are submitted via the course learnonline site.