

Style sheet for authors preparing contributions for *Focus on Health Professional Education: a Multi-Disciplinary Journal*

Headings and Subheadings

Use the system of headings specified below. We would ask authors to use only two grades of headings.

Main heading

Subheading

Spelling

Spelling should follow the *Macquarie Dictionary*. Use the endings *-ise* and *-isation* rather than *-ize* or *-ization*. Use the spelling *program* rather than *programme* for all uses of that word.

Emphasising

Use italics for emphasising but use sparingly. Do not use underlined or bold text for emphasising.

Abbreviations

Do not use abbreviations. Acronyms may be used, however the first reference should be written in full with the acronym shown in parentheses. Thereafter the acronym alone may be used. Use apostrophes to indicate possession only, not for abbreviation, that is, do not use words such as *don't*.

Punctuation

Quotations

Single inverted commas should be used throughout, with double inverted commas being reserved for quotations within quotations. Passages of more than five lines should be printed as a separate paragraph and indented without quotation marks. This rule includes quotations from interviews. The source of interview quotations should be cited in parentheses following or, if an indented paragraph, below the quotation.

Footnotes

Avoid the use of footnotes. Use endnotes if necessary but use sparingly. The endnote number should appear after the punctuation mark.

Hyphens

Hyphens which join composite words should be short and without space before or after the hyphen. Do not use dashes as punctuation.

Omission of words in quotations

Omission of words in quotations should be indicated by using three full stops, the first full stop being preceded by a space. Where the omission comprises the end of a sentence, use three full stops to indicate the omission and follow these with a full stop, preceded by a space, to indicate the conclusion of the sentence.

Use of parentheses

Use parentheses sparingly, if at all. Our preference is that authors explain the additional material in a further sentence.

Use of capital letters

Except for referencing, use capitals for proper nouns only. For example, a reference to general practitioners as a professional group will not be capitalised. A reference to the name of their professional organisation, the Royal Australian College of General Practitioners, will be capitalised.

Numbering

Figures should be used to express numbers when they accompany a symbol or a unit or measurement, and in tabulations. Express numbers under 10 in words in other cases. Hyphens should be used when fractions are expressed in words, e.g. *one-third*. Use spaces rather than commas to separated groups of three digits in numbers greater than 999, e.g. *1 500*, not *1,500*. Use the following format for dates: *21.2.02*. Do not use apostrophes in dates, that is, use *1960s* rather than *1960's*.

For further information about numbering conventions please refer to the guidelines contained in the *Style Manual for Authors, Editors and Printers* (www.dcita.gov.au/infoaccess/style_manual.html).

Other guidelines

Do not use bullet points. Either express the subject matter in prose or present it in table form.

Paragraphs should be separated by a blank line and the beginning of a paragraph should *not* be indented.

For figures and tables place the title above and the source below.

Be consistent in the use of tense. Do not use the future tense, for example, use the phrase *as is discussed* in preference to the phrase *as will be discussed*.

Prefer the use of plural pronouns but if the use of singular pronouns cannot be avoided use the phrase *he or she*.

Please note that the word *data* is plural, the word *each* is singular, and the word *all* is plural.