

2.9 Style for the School of Commerce

See 2.8

All lecturers and markers in the School of Commerce look for writing that is easy to understand. They therefore want writing that has all the characteristics of **good style** as described above: writing that is clear, impersonal and without errors.

For all major assignments, both formative and summative, the preferred layout in the School of Commerce is in 12 point Times Roman, with 1.5 line spacing, 5 centimetres left-hand margins and headings. Where an Executive Summary is required, it is to be single spaced and no more than one A4 page in length.

Wherever possible assignments should be word processed or typed. If this is not possible, handwriting must be legible and with few corrections. Assignments must be handed in with a cover sheet attached. Your name, the name of the course, your tutor's name and your tutorial time should all be on the cover sheet. Plastic sleeves can be used, but do not submit each page in a plastic sleeve.

Referencing style

See 2.12

The preferred referencing styles for the School of Commerce are the:

- **Harvard** referencing style for academic essays and for short answers, and
- **Footnote** referencing for management reports.

See 2.13

The reason for students experiencing both systems is that both systems are widely used, so students need to be familiar with both. Make sure you know which style your lecturer requires, and how particular he or she is about referencing.

When using a referencing style the main concern is to be consistent. When using the Harvard system you must avoid adding depth or explanation through using a footnote. Instead you will need to include further explanation within your main text, use brackets or leave it out.

If you are using the Footnote system do not include in-text references. You may choose to provide a reference list at the end of your document using this system. However, Harvard system users must always include a reference list.