

HAWKER BROWNLOW EDUCATION MANUSCRIPT STYLE GUIDELINES

When developing your material for submission to Hawker Brownlow Education, please adhere to the following instructions and prohibitions:

- Only submit Microsoft Word .doc or .docx files (no OpenOffice or similar).
- Keep formatting as simple as possible. Avoid character and paragraph styles where possible, as your submission will be formatted according to house style during the publication process.
 - The exception to the “no styling” rule is in-text headings, which should be styled for clarity using hierarchical heading styles (Heading 1, Heading 2, etc). Simply highlight the text you want to format and click on the style you want to use in the Quick Styles box on the Home tab.
- If your submission includes images, figures, tables or charts, please ensure that these are not integrated into the body text. Rather, each one should be sent as two separate documents: one a Word file and one a PDF. In the Word file for each element, please include its caption and source (if applicable) as well as the relevant page number and position for insertion.
- All artwork must be supplied in high resolution (300 dpi). We may need to replace your images if they do not adhere to this specification.
- It is the author’s responsibility to obtain permission for any copyright material to be published. Information on Australian copyright policy is available via the [Australian Copyright Council](#).
 - Stock images do not require permission but must only be sourced from www.istockphoto.com.
- We prefer that references follow the Harvard (author-date) system given in the Australian Government’s Style manual, 6th edition (see australia.gov.au/publications/style-manual). Please ensure any references are styled consistently throughout.
- Font style is Calibri and point size is 12. Text should be left aligned (not justified) with double line spacing and no paragraph indents.
- Do not use tabs or double carriage returns for spacing, and do not use the space bar to align text.
- Commas should not be included before or after the words “and”, “because” and “or” (unless this is necessary for clarity).
- Employ genderless third person pronouns in non-specific examples: “they,” “them” and “their”. Do not use “he” or “she”.
- Choose double quotation marks (“”) for quoted material and direct speech.
- Use unspaced en-dashes (–) and not hyphens (-) to indicate number spans (“2–9” not “2-9”).
- Use spaced en-dashes (–) to indicate breaks or parenthetical statements within a sentence.

