

# Oakham Style Guide

For the presentation of academic documents

## Formatting

- Name and Date in the header.
- Page numbers in the footer.
- Font: choose from Arial, Calibri, Comic Sans or Times New Roman.
- Only one font throughout the document.
- Size 12, black ink (*but titles, headings, etc can be bigger*)
- Use the default 'styles' for titles, headings and sub-headings.
- Avoid WordArt.
- Never underline.

*(For emphasis use font size, alignment and/or bold.)*

## Spacing and Layout

- Single line space, with a blank line between paragraphs.
- One space between words and one space after full stops.
- No indent at the start of paragraphs - left align the text.
- Every chart, diagram and image should have a figure number and a caption/title *e.g. 'Figure 1 - Hunstanton High Street'*.

## Citations and bibliography

If instructed by your teacher:

- Insert a 'Citation' for each book or information source used.
- Add a bibliography at the end.

## Audience & Purpose

'Audience & Purpose' are key when presenting information. At school your teacher is often your audience - so if s/he wants something other than listed above you must do as instructed by your teacher.