

FORMATTING M H
TITLE

CONTRACTION
DATES.....
ENDNOTES.....
FONT, SIZE AND COLOUR..... 570 [EN]11(DN)12(C

PAGE NUMBERS

Arabic numbers in the centre at the bottom of the page.

QUOTATIONS

Single quotation marks should be used for all quotations; however,

No quotation marks should be used for long quotations (exceeding three lines): and

Double quotation marks should be used for all quotations within quotations.

Large quotations should be indented 1 cm from the left side and separated by empty lines on the top and bottom from the rest of the text.

Use straight quotation marks and not curly quotation marks.

SPACING

Space between words in a sentence should be single-spaced (no double spacing).

WEB LINKS (URL ADDRESSES)

Add 'accessed [date]'

 after the address.