



AUSVET

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Abbreviations and acronyms

Abbreviation	Definition



Summary

Use Heading 2a if you need subheadings in the summary (not in TOC)

Use Normal for all body text.

Heading 3a for third-level headings in the summary (not in TOC)

More Normal text.

Don't forget to write the title into the document properties (File > Properties) and then update the field on the title page and in the footer. Also add other information to the document properties when you've finished your report.



1 Introduction



2 Study design



3 Methods

Use Insert Caption (under References in the Word ribbon) for tables and figures, then insert a Cross-reference (also under the References) when referring to tables and figures in the text. For example, see Table 1.

To create a new table, click on 'Insert' > 'Table', or modify the example table in the template. Click inside the table to trigger the Table Tools tab in the ribbon, then select 'Design'. Select the 'Ausvet' table style from the options. This will automatically apply the correct gridlines and colours to the table, but you will need to apply the correct text styles.

Table 1 Example table caption, needs tab after number

TableHeading	TableHeading ^a	TableHeading	TableHeading
TableText	TableText	Yes	34.45
	<ul style="list-style-type: none"> • TableBullet – TableDash 	No	234.5666
		TableText	TableTextDecimalAlign
text	text	text	34.45

[TableNotes] XXX = in full; YYY = in full

a [TableListNotes] Use this style for superscript notes in the table. Use a tab, not a space, after the letter. Text running over multiple lines has a hanging indent.

Notes: [TableListNotes]

1. Use this style for numbered notes [TableListNotes]. Use a tab, not a space, after the number. Note also that the number within the table needs character style Superscript. Text running over multiple lines has a hanging indent.
2. Another note.

Note: Use this style for unnumbered notes [TableNotes]. Use a space, not a tab, after 'Note:'. Does not indent.

Source: [TableNotes+Space]. Use a space, not a tab, after 'Source:'. Does not indent.



4 Results

Use Insert Caption (under References in the Word ribbon) for tables and figures, then insert a Cross-reference (also under the References) when referring to tables and figures in the text. For example, see Figure 1.



Notes: [TableNotes]

Figure 1 Example figure caption, needs tab after number



5 Discussion and conclusions



References

Several referencing softwares are used at Ausvet. Longer term one will be chosen. For the meantime use whichever you prefer.

If you use EndNote, it will automatically create the reference list at the end of the document. You will need to move the list under this 'References' heading.

Apply the style Harvard to the reference list.



Appendix A Name of appendix

A.1 Use Heading 2a for this heading level in appendixes

Use Heading 3a for this heading level in appendixes

Normal text.

