## Cover Page

1. Add Title of Resource, Workbook
   Formatting – AvanteGarde 24
2. Add Unit Number
   Formatting – AvanteGarde 14
3. Insert PWA marketing image or other image from copyright free source
4. Delete title that does not apply

**DO NOT** –
- Change the footer
- Remove the PWA Logo from top

## Copyright Disclaimer

5. Change YEAR to current
6. Change # - MM/YYYY - to current version & month/year updated

**Formatting** – Arial 9 (Grey 50%)

**DO - Update disclaimer where:**
- old disclaimer used
- references are listed in the Disclaimer:
  - create a Reference page at the end of the document.
  - move the references listed to this page
  - replace disclaimer with latest version

**DO NOT –**
- add footer or header
- remove section break
- alter the disclaimer
Guide to Completing Template – Resource Book

Contents page

7. Add Course # & Title of Unit
   Formatting – Arial 10

8. Update and add page numbers

9. Change (year) to current year. NOTE - if copyright is owned by another organisation delete PWA and insert the Publisher/organisation name.
   Formatting – Arial 10

    Formatting – Arial 10
    Minor changes - Version # would change from 1a to 1b.
    Major changes – large section text altered, or course/title changed - Version # would change from 1 to 2.

DO NOT –

- Remove content page
- Change page numbers in footer

Contents page - continued

11. Will automatically update with information from prior page

12. Continue Contents Page, otherwise leave this page blank.

13. Footer will automatically update with information from prior page

DO NOT –

- Remove this page
- Remove page break
Introduction

14. Will automatically update with information from prior page

15. Start Introduction etc from this point
   Formatting –
   Titles Arial 14 or 16 bold
   Body of Text Arial 11 or 12

16. Change (year) to current year.
   NOTE - if copyright is owned by another organisation Delete PWA and insert the Publisher/organisation name.
   Formatting – Arial 10

   Formatting – Arial 10

   Minor changes - Version # would change from 1a to 1b.

   Major changes – large section text altered, or course/title changed - Version # would change from 1 to 2.

DO NOT –

- Change header or footer

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All images & text require an attribution identifying copyright ownership.

Label formatting Arial, Font size 9, Italics.

Single Image – The label goes under the image or information to show the source it was taken from. ie Image © Urban Landscapes

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Multiple images throughout document – If multiple images used from same source throughout document, place attribution in the footer ie Clipart © Microsoft 2010 – See footer below.

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Examples of labelling

- Polytectnic West owned work ie Drawing © Polytechnic West
- Print Publication – Text © Urban Landscapes
- Internet – Downloaded from @ www.animalfarm.com.au/htm on <Date>
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For example:

- Clipart courtesy Microsoft 2010.
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Page Format setup –

Margins
  All Margins  2.5 cm.
  Left side Gutter  1 cm
  Mirror margins
  Header and Footer  1 cm from edge

Font:
  Disclaimer Page  Arial 9  (Colour - Grey 50%)
  Headings  Arial 14, bold
  Body of Text  Arial 11 or 12
  Header & Footer  Arial 10

Check List
  1. Formatting consistent throughout document
  2. Content page numbers match the page of the resource book.
  3. Header added – Title of resource
  4. Footer added, including Version control added.
  5. Question numbers follow in sequence
  6. All Images and text from other sources are attributed
  7. All Sources included on Reference page