An Education Factsheet is a graphically based approach to presenting evidence informed research.

The purpose of your factsheet is to inform your audience about the subject under examination. Your factsheet is a means of teaching, learning, and deliberation. With this in mind, you are required to draw upon relevant research, evidence informed practices and documents to inform and support the information you provide.

The following guidelines are recommended:

- Each factsheet area will measure A3 size. It is landscape orientation.
- The font is a minimum of 14 pt. Times New Roman. Keep in mind that capital and lower-case lettering is easier to read than all caps.
- The factsheet has a title. Include your name and student number on the factsheet.
- The information on the factsheet must be relevant and reliable.
- The content must be communicated succinctly (while noting the word limit expectations of this task).
- All content must fit on the factsheet.
- The factsheet will be most effective if organized into clearly defined sections.
- The factsheet should be labelled and laid out in a clear and logical format to effectively scrutinize the topic under investigation.

Cite and reference any sources of information other than your own, just as you would do with an essay. References must conform to the American Psychological Association Publication Manual (6th ed.). For a guide to the APA referencing style, please refer to http://libguides.jcu.edu.au/content.php?pid=81862&sid=607617

The "References Cited" are placed at the end of the factsheet.


Use colour and graphics to enhance comprehension, not to decorate the factsheet.