

Guideline	Example
List National Honours before all other qualifications	AM, BEnvSc(<i>Newcastle</i>)
List the name of the awarding institution in parentheses and italics	BSPath(<i>Newcastle</i>)
Do not use a space or comma between the name of the degree and the awarding institution	Degree + Institution = BEd(<i>Newcastle</i>)
Clearly identify when a degree is an honorary award	Hon DEd(<i>Newcastle</i>)
Place professional qualifications after academic qualifications	BBus(<i>Newcastle</i>), MAICD
Use a comma after each consecutive degree at the same institution	BA, MBA(<i>Newcastle</i>)
List lowest to highest qualification with awards from the same institution grouped together	BA, PhD(<i>OtherInstAbbrev.</i>), BDevStud, GCertEM(<i>Newcastle</i>)
Do not use a space between the final degree and the institution	BMed(<i>Newcastle</i>), BA(Hons), PhD(<i>OtherInstAbbrev.</i>), BSc(Hons)(<i>Newcastle</i>)
List only the Masters degree if both Bachelors and Masters degrees have been awarded in the same area of study and from the same institution. List both if awarded by different institutions	BA(<i>Newcastle</i>) + MA(<i>Newcastle</i>) = MA(<i>Newcastle</i>); or BA(<i>OtherInstAbbrev.</i>) + MA(<i>Newcastle</i>) = BA(<i>OtherInstAbbrev.</i>), MA(<i>Newcastle</i>)
Do not leave any space between the name of the degree and honours	Degree + Honours = BCompSc(Hons)
Use the abbreviations for award and institution name that are preferred by the granting university	
Jointly awarded degree abbreviations will list both institutions in alphabetic order	BMed(<i>Newcastle/UNE</i>)