

## Page 1: Cover Page

This is the first page of your booklet. You might wish to include some or all of these:

- the organisation name
- an engaging visual
- a logo
- contact details

See the examples in the Information Booklet guide for ideas of ways to arrange your cover page.

Here's one example from Anglicare



[https://www.anglicarevic.org.au/wp-content/uploads/2020/03/124\\_2020\\_AV\\_Info\\_Booklet\\_FA\\_V5\\_WEB.pdf](https://www.anglicarevic.org.au/wp-content/uploads/2020/03/124_2020_AV_Info_Booklet_FA_V5_WEB.pdf)

## Page 2: Table of Contents

This section is recommended, but not mandatory. Consider removing it if the booklet has very simple organization with few sections

If you do remove it, remember to replace it with the first thing you want your readers to see.

Here's an example from the Choose Health: Be Active booklet:

### Contents

Is this booklet for me? .....	1
Why is physical activity important? .....	4
Physical Activity Recommendations for Older Australians .....	5
I can't be more active because ... Excuses and how to overcome them .....	6
What sort of physical activity should I be doing? .....	8
Some ideas to keep you moving .....	9
Getting started - making a plan .....	10
Making it easier .....	12

([https://www.health.gov.au/internet/main/publications/content/3244D38BBBEBD284CA257BF0001FA1A7/\\$File/choosehealth\\_brochure.pdf](https://www.health.gov.au/internet/main/publications/content/3244D38BBBEBD284CA257BF0001FA1A7/$File/choosehealth_brochure.pdf))

## Page 3,4,5+: Booklet content

The word count starts here.

This information booklet is targeted at a specific audience, so consider how you will introduce your subject, give background to the issue, and provide information organised in a way that focuses on the needs of that audience.

These sections confirm the relevance of the booklet for the audience, so you should have conducted thorough review of the relevant literature before starting on this section. You are expected to apply your research to address the needs of your audience. You must cite your sources and demonstrate analysis and evaluation of the readings in your writing.

The language should be clear, precise and concise, remembering that your target audience are reading for a specific purpose.

You may include graphical elements instead of textual ones to keep reader interest. See Signs and Symptoms section here:

[https://www.mhfa.org.au/uploads/files/Anxiety\\_Updated.pdf](https://www.mhfa.org.au/uploads/files/Anxiety_Updated.pdf)

You **do not need** to follow APA7 **formatting requirements** - in other words, you can use different font sizes, alignments and colour to add visual interest and organisation as appropriate **but** for ease of reading, please use Times New Roman as your font throughout.

You **do need** to follow the **APA7 referencing requirements**. You must cite the sources - **both in text, and in your reference list** - from which you drew your definitions, explanations and information.

<https://www.headsup.org.au/docs/default-source/resources/booklet---anxiety-and-depression.pdf?sfvrsn=12>



Recovery and staying well

Recovery takes time and is different for everyone. As well as getting treatment underway, the person has to find new ways to manage, and live with, the changes and challenges of having anxiety and/or depression.

While psychological and/or medical treatment can help with a person's recovery, there are many other ways people can help themselves to get better and stay well.

Below are some practical tips on how to help a person manage anxiety and/or

### Learn new ways to reduce and manage stress

Stress is common in daily life. Exposure to prolonged stress can start to affect your mental and physical health. Whatever the cause, there are some simple steps that can help you to reduce and manage stress.

- Making major changes in your life can be stressful at any time. If you're feeling stressed or anxious, it's probably a good idea to try to avoid moving house or changing jobs.

## Second last page: Takeaway message

This is the last page your audience will see, so what message do you want to leave them with? You could use this page for:

- possible contacts
- next steps
- further resources
- FAQs

### Resources for finding out more...

A wealth of information about mental illness and related support services is available from the mental health service, your general practitioner, community mental health service providers, libraries and the internet.

#### **MNMH Recovery Support Services, Courses and Resources Prospectus**

The Prospectus provides information on a wide range of recovery focused education courses and resources. The Prospectus is updated every six months, ask a staff member for a copy or an electronic copy is available at the following link;  
<http://www.health.qld.gov.au/rhwh/services/mh-services.aspx#cc>

#### **Metro North Mental Health Consumer and Carer Services Publications and Resources**

- Consumer and Carer Services Brochure
- Recovery Brochure
- Know Your Rights and Responsibilities
- Making the most of your mental health service – A guide to the Metro North Mental Health Community Clinic
- Finding Your Way Around the Ward: An Orientation to Your Inpatient Stay
- Consumer and Carer Meetings – Monthly contact 07 3114 0803 for details
- Consumer and Carer Forums – Quarterly contact 07 3114 0803 for details

#### **Government Information and resources**

**Australian Government Department of Human Services:**  
<http://www.humanservices.gov.au/customer/themes/carers>

**Australian Government Health Direct:**  
<http://www.healthdirect.gov.au/caring-for-someone-with-a-mental-health-disorder>

**Commonwealth Respite and Carelink Centres:**  
[http://www9.health.gov.au/ccsd/usr\\_general/gen\\_home.cfm](http://www9.health.gov.au/ccsd/usr_general/gen_home.cfm)

<https://metronorth.health.qld.gov.au/wp-content/uploads/2017/10/mental-health-information-family-carers.pdf>

## Final Page: Reference List.

As this is an assignment, you must add a reference list on a separate page citing your sources in APA7 style, as defined here: <https://sls.navitas-professional.edu.au/how-prepare-reference-list-apa>

Here is a sample reference list:

### References

Commonwealth of Australia. (2005). *Choose health: Be active: A physical activity guide for older Australians*.

Commonwealth of Australia and the Repatriation Commission.

[https://www1.health.gov.au/internet/main/publishing.nsf/content/3244D38BBEBD284CA257BF0001FA1A7/\\$File/choosehealth-brochure.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/content/3244D38BBEBD284CA257BF0001FA1A7/$File/choosehealth-brochure.pdf)

Metro North Mental Health Consumer and Carer Services. (2013). *Information for family and carers*. Queensland Health. <https://metronorth.health.qld.gov.au/wp-content/uploads/2017/10/mental-health-information-family-carers.pdf>

Rotherham Doncaster and South Humber NHS Foundation Trust. (2012). *Sleep: Information booklet*. Adult Mental Health Services. <http://www.rdash.nhs.uk/wp-content/uploads/2014/03/WZT726-DP2838-Sleep-Booklet-web.pdf>