Assignment Presentation Guidelines

Students should use the checklist below as a guideline before submitting an assignment for marking:

- For assignments with word count limit below 1500 words.
  - Students work must be typed and printed using standard Arial font size 12 and 1.5 line spacing.
  - Headings: use 16 point Arial Bold for first level headings, and 14 point Arial Bold for second level headings. If a third level heading is required, use 12 point Arial Bold.
- For assignments with word count limit above 1500 words.
  - Students work must be typed and printed using either standard Times Roman or Cambria font size 11 and 1.15 line spacing.
  - Headings: use 16 point Times Roman/Cambria Bold for first level headings, and 14 point Times Roman/Cambria Bold for second level headings. If a third level heading is required, use 12 point Times Roman/Cambria Bold.
- All footers must contain your CU Student ID number and page numbering.
- Students work must be in the correct page order and contain all the required information.
- Attach a completed **Assessment Submission and Declaration Form** to the front of the paper copy of your assignment. This is available on the MOODLE (under the Module Announcement Section).
- The first page of your assignment should be a title page.
- Include a table of contents.
- Students work must start each task on a new page and include the question at the top of the page.
- Ensure any diagrams, screen shots, PowerPoint slides, etc fit correctly on the page and be referenced, for example, Fig. 1, Fig. 2, etc.
- All diagrams should be of same size.
- Check spelling, grammar and punctuation.
- Student should also ensure that student proof read their document, because the above checks do not always pick up every mistake.

- Students must be aware of the word count limit for the assignment. If student go 10% over or under the word count limit stated in the Assignment Brief, student may lose 10% marks as a penalty. Teaching faculty may amend the word count limit requirement for particular module.
- Word count include any quotations and footnotes students have used but do not need to count the References/Bibliography, table of content or any Appendices.
- The contents of students References/Bibliography and Appendices are not normally given a specific mark, but may contribute to overall mark.
- Include the total word count at the **Assessment Submission and Declaration Form** of the assignment.
- Student must use accurate CU Harvard referencing (see the document entitled The Coventry University Guide to Referencing in Harvard Style.
- In-text citations (these should be in the Harvard reference style laid out in the CU Guide to Referencing in Harvard Style)
- The List of References (this should be in the Harvard reference style laid out in the CU Guide to Referencing in Harvard Style: www.coventry.ac.uk/cuharvard)
- Students must submit paper and electronic versions of the assignment by the deadline date specified. NB: Some modules are only required to submit electronic copies of their assignments via MOODLE).
- Electronic documents must be readable by Microsoft Word 2003, and the document File Name should take the form "***student number_student name_module title***".
- Print the document double sided if possible.
- On or before the submission deadline, students work must be submitted electronically to Turnitin. Students can access the Turnitin submission link via module's MOODLE page.
- Turnitin will record the time of student submission and if it is after the specified deadline student will receive a mark of zero.
- Different module assignment may have different submission deadline day and time.

PLEASE NOTE: All assignments submitted will be checked for plagiarism