

Please note, no marks will be awarded for correct formatting. However, marks may be deducted from students who submit essays which do not follow the guidelines below.

General Requirements	
Content	All content must be original work produced solely by the student submitting the IWA and not with/by anyone else.
Word Count & Length	The word count of the IWA is 800 words $\pm 10\%$ = 720 (minimum) to 880 (maximum). This does not include the title or the reference list.
Heading & Subheadings	The reference list must have the heading 'References' or 'Reference List'. No subheadings should be used in your RWAC IWA.
Sources	All sources must be cited following the conventions of Harvard-style referencing as taught in this course.
Reference List	<p>Your reference list should appear on a separate page and should be formatted in compliance with the conventions of Harvard-style referencing as taught in this course. Students should refer to the CELE <i>Citation and Referencing Guide</i>.</p> <p>That reference list should show all sources cited in your essay, and only these. It should comprise at least 4 items.</p>

Formatting	
Font	Verdana
Font Size	11pt
Line Spacing	1.5
Paragraph Breaks	Two blank lines
Page Margins	Top = 2.5 cm Bottom = 2.5 cm Left = 2.5 cm Right = 2.5 cm
Page Numbers	Simple page numbers should be provided at the center bottom of the page (as on this document).

Method of Submission	
Who must submit the final IWA?	You will submit your own IWA to a submission box on the RWAC Moodle page.
How must it be submitted?	All IWAs must be submitted electronically on RWAC Moodle through the IWA Final Submission Box. Files should be submitted in pdf format.
When must it be submitted?	The deadline is 3pm Beijing Time on Thursday December 12 th 2024. Thereafter, the submission box will be available only for first-time submitters who are submitting late.
What happens if it is submitted late?	<p>If coursework is submitted after the official deadline, without an extension having been granted, 5% of the marks available for the assignment will be deducted for each working day (or part thereof) that the submission is late.</p> <p>For information on Extenuating Circumstances please consult: UNNC Extenuating Circumstances Procedure - University of Nottingham Ningbo China</p>
Can I submit and resubmit multiple times?	Yes, but only up to the deadline specified above. After the deadline, only students who have not submitted at all will be able to make a (late) submission.