ASSIGNMENT STYLE SHEET

DR. MAIREAD SEERY

**Document format**

Electronic submission only.

Your assignment should be completed on Microsoft Word or on an application that will open using Microsoft Word. PDF format is also acceptable.

Include and complete form A1 “Student Plagiarism Disclaimer Form” (on Moodle; do NOT include form A2) as part of the electronic document. By doing this, you are deemed to have signed that you understand the importance of academic integrity.

**Front matter**

The A1 form is sufficient for your cover page. Ensure that it includes the following information and use upper case where necessary:

* Student name
* Student number
* Programme (give the full, correct title)
* Year
* Module
* Lecturer
* Assignment title. Include word count for the relevant section in brackets after the title
* Due date
* Date submitted

**Word count**

The word count does NOT include front or back matter ie. NONE of the following are included:

* The cover page
* The table of contents
* The reference list
* Any text or annotations in the appendices.

If you are working from an assignment template, make sure you delete all of the instructions and guidelines before you submit the assignment.

**Writing style**

* Aim to use a formal, report-writing style throughout with minimal use of “I”.
* Do NOT write the name of any other person in your report.

**Text formatting**

* Use any sans serif font ie. Calibri, Tahoma, Arial, Verdana, Segoe UI etc
* Do NOT use a serif font like Times New Roman
* Font size for the main body of text should be 12 pt
* Use the same font throughout
* 1.15 or 1.5 spacing
* Text can be either aligned left (same margin as headings) or justified

**Headings**

* Aligned left
* Can be made to stand out using a larger font or in **bold** or in UPPER CASE (choose one)
* Not underlined
* No punctuation (ie. not followed by a full stop or a colon)

**Paragraphs**

* Text should be presented in paragraphs, not using bullet points
* The first line of a paragraph should NOT be indented.
* There should be a gap between paragraphs ie. either skip a line or adjust the setting for paragraph spacing.

|  |  |
| --- | --- |
| Use the paragraph formatting tool in Microsoft Word to do this. |  |

|  |  |
| --- | --- |
| Click on the arrow to open the window: |  |

**Back matter**

Referencing should be completed using the automatic referencing tool in Microsoft Word. See tutorial and guidelines on Moodle. Not included in final word count.

Appendices are sometimes required as back up for the information in your report. Usually, I ask students to provide screenshots and to write 10-15 words explaining what the images show. The text/ annotations for these images are not included in the final word count. The images should be well spaced out.

Last updated 13 March 2019