Standard Formatting

You know the question. You've probably asked it yourself hundreds of times: '*How many pages are required?*'

When writing an essay or making a project submission we all want to know how much to write. But once you know how many pages to write, you then need to know: '*How big is a page?*'. After all, if your writing is bigger, you have to write fewer words to fill a page. This is especially an issue when you type your projects, as it's so easy to choose a large font and to fill a page with just one word! To solve this problem, all submissions are expected to be in what we call 'standard format'.

Standard format defines the font sizes and other characteristics of your submission and makes sure that everyone does the same amount of work.

The Standard Formatting Specification:

Paper size	A4 (297mm X 210mm)
Headings	16 point, Arial. Any alignment.
Body text	12 point, Times New Roman, justified.
Line spacing	Single line spacing should be used throughout. There should be one blank line between paragraphs. You may choose to have a blank line under a heading if you wish.
Emphasis	Bold and italic. Underlining should be used sparingly.
Colors	Excessive use of color is **not** advised. Black text with suitable emphasis is preferred.
Page margins	2.0cm all around.
Page numbering	Page numbering is preferred but not essential unless the project is quite long.
Cover page	Most projects will have a 'My Own Work' form available. Print this page, sign it and use it as a cover page.

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Standard Formatting Checklist:

Don't fall in to the common trap of thinking that just because you had a glance at the Standard Formatting Style Sheet at some stage while working on your assignment, that now that your assignment is complete that it has been completed in accordance with the style sheet.

Ask yourself: '*What have I forgotten?*'

You should as a matter of course double-check every assignment and project that you complete to ensure you haven't overlooked some aspect of the required style. Failure to fully follow the style sheet can cost marks under the *Presentation* section of the marking schemes; the number of marks varies but can be seen under the marking schemes in the module descriptors.

Checklist:

Page:	The physical paper is A4 but what paper settings are in the document?
Margins:	What size (in cm) all around?
Main Heading:	What font?
Main Heading:	What size?
Side Headings:	What font?
Side Headings:	What size?
All Headings:	Are blank lines beneath consistent?
Body Text:	What font?
Body Text:	What size?
Body Text:	What alignment?
Body Text:	What colour?
Emphasis:	Is text emphasis used sparingly and consistently?
Line spacing:	What gap is there between lines in a paragraph?
Paragraph spacing:	Is the gap consistent between all paragraphs?
Footers:	Were page numbers asked for?
Identification:	Where is your name?
Coversheet:	Did you sign and date it?

Please check your document against the above list **before** submitting it.