**Theology for Life**

**Assignment Submission Guidelines**

All submissions should be submitted electronically to Gareth Longden using the email address gareth.stseiriol@gmail.com

Ensure that your submission is received by midnight on the deadline day.

Submissions should be provided in Word or a similar format – do not use pdf.

Font size should be 12 and the font itself should be either Courier, Times New Roman or Arial. Text should be double line spaced with ‘normal’ margins. Please keep to the word limit.

Each assignment should be presented as a separate electronic file. Use the following file naming convention:

[Surname] [Initials] [Module Code] [Assignment Number]

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Bibliographies should be included in the file to which they relate – do not send them separately. Appendices should not normally be necessary – where you feel they are essential please keep them to a minimum.

If you require an extension please see the student handbook for the conditions under which an extension may be granted, contact Gareth Longden for further information **before** the submission date.