**Presenting work to meet course requirements**

Note any special requirements for presenting your work. Then check these carefully for each assignment before submitting it.

|  |  |
| --- | --- |
| **Tutor** | **Subject/ module:** |
| **Aspect** | **Requirements** |
| Electronic submission only or is hard copy also required? |  |
| If a hard copy is required, print on one side or both? |  |
| Begin each section of a report on a fresh page? |  |
| Use sub-headings (or not)? |  |
| Number sections and/or paragraphs? In which format? |  |
| Leave a wide margin for tutor comments? (Left or right?) |  |
| Give my student number on each page? |  |
| Write the assignment title and/or code on each page? |  |
| Write as ‘one’, ‘I’ or ‘we’? (Address the reader as ‘you’?) |  |
| Use passive or active voice? (Passive ‘The essay was written’. Active: ‘I wrote the essay’.) |  |
| Is a cover sheet required? What information should it contain? Where can I download this? |  |
| Which software is used for checking for plagiarism and copying? Where can I see this? Can I try it out? |  |
| Which style should be used for references? Any special layout needed for references? |  |
| Bibliography needed? Any special layout? |  |
| Anything else? (E.g. use of diagrams, charts, graphs? Standard keys on maps? Use of colour in diagrams? Is annotation needed? Any instruction on number, size, location or labelling of appendices?) Any requirements for binding the work? |  |

***See also:*** *The Study Skills Handbook*, p. 298