

Essay submission checklist

Please carry out these checks on your essay before you submit it.

Document is correctly named: UserName_ModuleCode_AssignmentNumber (e.g. le01234_ESH100_1)	<input type="checkbox"/>
Document has a header containing your User Name (e.g. le01234) -- your name does not appear anywhere on the document	<input type="checkbox"/>
Document has page numbers	<input type="checkbox"/>
Font is appropriate (e.g. Ariel, Helvetica, Times New Roman) and size 11 or 12	<input type="checkbox"/>
Line spacing is 1.5 or double	<input type="checkbox"/>
Document is aligned left	<input type="checkbox"/>
Cover sheet is completed	<input type="checkbox"/>
Question being answered is clearly stated on your cover sheet	<input type="checkbox"/>
Word count is within the limit and clearly stated on your cover sheet	<input type="checkbox"/>
SpLD cover note is included as an additional file (if applicable)	<input type="checkbox"/>
Italicise the titles of novels, plays, productions, works of art, journals and books; use inverted commas for poems in collections and titles of sections of works	<input type="checkbox"/>
All names of authors, characters, critics and locations are correctly spelt	<input type="checkbox"/>
Paragraphs are indicated with either a line between them or indented (but not both)	<input type="checkbox"/>
Document has been proof-read for typos, spelling and punctuation	<input type="checkbox"/>

Instructions on how to submit your essay are available in the submission point for each assignment. Further advice is available in the Undergraduate Handbook.