Clear communication is an essential component of academic writing. The following guidelines are to assist you in presenting assessments in an appropriate and effective format.

**GENERAL PRESENTATION**

- All assessment items should be typed on single-sided A4 paper.
- Use double or 1.5 spacing.
- Leave a margin of 3-4cm.
- The font size should be 11 or 12 point.
- Use an easy-to-read font such as Times New Roman, Calibri, Cambria or Arial.
- Number all pages including the bibliography but not including the cover sheet or title page.
- Ensure the subject name and code is on the first page or in the heading.
- Use footnotes to reference sources.

**WORD LIMITS**

- Be mindful of the word limits for all assessment tasks.
- Word limits include all the words in the essay except for block quotations, footnotes, synopsis, and bibliography. In Literature subjects, quotations from the primary source are not included.
- Aim to meet the word limit as accurately as possible; however, it is permissible to be over or under the word limit by 10%.

**REVISION**

- Revision is essential to academic writing. Aim to allow enough time to revise and re-write your work.
- Keep the question and marking criteria in mind when writing and refer back to these regularly to ensure you stay on the topic.

**PROOF READING**

- Don’t rely solely on your grammar and spell-check. Ask somebody else to read your work or read it aloud to yourself at least once before submitting.
- Check punctuation and confirm correct use of all punctuation marks including commas, semicolons, apostrophes and quotation marks. There are many guidebooks in the library that can assist you in this.

**BIBLIOGRAPHY**

- The bibliography must contain all works consulted for the assessment.
- Each entry is to be listed alphabetically by surname.
- If the bibliography requires annotations, these must follow the citation, be succinct and demonstrate you have read the title.