

Checklist for submitting an assignment

- Make sure you can “check” all of these boxes before you submit your assignment.*
(Use your own discretion and read all of your tutorial letters before making any decisions. You need **not** include this checklist in your assignment – this is just to be used in your preparations.)

I INCLUDED...

- a title page
- a declaration of own work submitted.
- a table of contents.
- an introduction and conclusion.
- references to the sources I consulted in my assignment.
- all appropriate addenda / appendixes.

IN MY ASSIGNMENT...

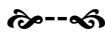
- first level headings are **CAPITALS AND BOLD**.
- second level headings are **Lower case and bold**.
- third, and all subsequent level headings, are **Lower case bold and italics**.
- I used a sensible font (e.g. Arial or Times New Roman), in a sensible size (e.g.12pt.).
- the headings and sub-headings in the body of my assignment correspond exactly with those I used in my table of contents.
- my headings and sub headings are adequately numbered (bulleted text is **not** included in the table of contents).
- the page numbers in my table of contents only show the first page on which a heading/section appeared (e.g. **not** page numbers “5-7”, but “5”).
- I have made reference to the sources I used *in text*.
- I have a list of sources consulted, wherein all sources I made use of *in text* are fully referenced.
- my list of sources consulted is a **consolidated** list, in alphabetical order.

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- my register is formal, objective and impersonal (as applicable).
- I have avoided:
 - abbreviations outside of brackets.
 - shortened words (e.g. exams instead of examinations).
 - contractions (e.g. can't instead of cannot).
 - exclamation marks, and all other forms of emotive language.
 - slang.
- my pages are all numbered.

MY ASSIGNMENT DOCUMENT...

- does not grossly exceed the page allotment as in Tutorial Letter 101.
- is saved as a PDF document.



- I have read through my assignment to make sure there are no spelling, grammatical or syntactical errors.
- My assignment is reflective of my academic maturity, and a piece of text I can be proud of.

For further help (other than tutorial letters):
<https://sites.google.com/a/unisacommscience.co.za/writing-for-academic-integrity/>