

Email & Moodle

NO assignment submissions will be accepted via email unless arrangements have been made with your tutor or with the UOSS Coordinator. NO assignment submissions will be accepted via Moodle unless stipulated in assignment instructions. If you receive permission to submit electronically, you will also be expected to submit a hard copy at the first possible opportunity.

When submitting assignments by any means other than handing it directly to your tutor, it is your responsibility to check and confirm that the assignment has been received.

General Conventions for UOSS 1 Assignments

Assignment Cover Sheets

Written assignments must be handed in with a UOSS 1 assignment cover sheet attached to the front. Cover sheets can be downloaded from Moodle. They double as a declaration of original work and as a receipt.

Referencing

Use the Harvard referencing method taught during UOSS 1. A List of References must be included and should only include the sources that you have cited in your assignment.

Presentation Layout

DO NOT submit work in folders, plastic covers or sleeves. Assignments should:

- be printed on A4 paper
- use 1.5 line spacing and have margins of at least 3 cm
- use a 10 or 11 point font size
- be stapled securely in the top left hand corner
- have page numbers
- be typed (BUT If you have computer problems, submit a handwritten assignment)
- have a title page (see class notes for an example) AND a UOSS 1 cover sheet

Word Limit

- You must adhere to the word limit for each assignment.
- Long quotes (more than three lines) are not included in the word limit—as someone else has written them, they are not your work.

Written Expression

Do not use:

- **Headings:** An academic essay does not include headings. They are used in reports.
- **Bullet points:** Do not use bullet point lists in essays. Write in complete sentences and paragraphs.
- **Colloquial and conversational expressions:** Academic writing is formal.
- **Personal pronouns:** Do not use "I". Whilst using personal pronouns (such as 'I' or 'I think') is acceptable in some schools and faculties, UOSS 1 students should write their essays without using them. Your markers know that the essay represents your 'opinion' because you wrote it, so find other words and phrases to signal your ideas.