



STUDY GUIDE

ACADEMIC STYLE CONVENTIONS

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Assessments are usually the product of many hours of hard work, so poor presentation can spoil an otherwise excellent piece of work and you will not receive marks if you are not following certain academic conventions.

It is essential that you keep a separate copy of your work in addition to the copy submitted for marking, this can be in electronic or paper form. You should also keep any digital or paper receipts from work handed in.

PRESENTING WORK

Font Style	Arial, Times New Roman, Trebuchet MS or close equivalent
Font Size	12 point for main text, 10 point for footnotes, no less than 10 point for tables
Line Spacing	1.5 line spacing for all submitted work
Indentation	Normal No greater than 2.6 top and bottom 1.5, 2 left and right margins
Justification	Main text justified left
Page Numbers	Bottom centre of every page
Printing	Print on both sides of the page if possible to save paper costs and use black ink
Headers	University Centre South Devon (UCSD) ID number and module code

For additional help contact the **HE Study Support team** on **01803 540780** or email **hestudy@southdevon.ac.uk**

WORD COUNT

Your assessment brief, within your module guide, will state the required word count and time frame. You are permitted to exceed this by 10% to include all references and text within tables. If you infringe the word count by a further 10% you will be penalised by 10% of the mark awarded. Any infringement above this will result in those words not being read or you being stopped in the case of a presentation. A worked example of this can be seen below.

Essay X work count required 1500 words:

Work submitted length	Outcome
1500	Work marked and graded without sanction
1650	Work marked and graded without sanction
1800	Work marked and graded, however final grade reduced by 10% for infringement of word limit
2000	Work marked up to 1800 words, final mark downgraded by 10% and no further reading past 1800 words.



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