



Formatting your assignment

Introduction

Details of how to format your assignments will be available in your unit handbook – make sure that you follow all guidelines.

Things to check when formatting your work

Font colour	Typically black
Font type	Usually assignments are written in either Arial or Times New Roman font. This is Arial Font This is Times New Roman Font
Font size	Assignments are usually written in font size 12 or 10. This is font size 12 This is font size 10
Line spacing	Typically assignments are either double spaced or 1.5 line spaced
Spacing between paragraphs	Ensure that your spacing between paragraphs is consistent. It is common practice to leave a line between each paragraph
Page numbers	Number your pages using a document footer. Usually the page number will be right aligned.
Titles and subtitles	Titles and subtitles are used when writing reports (not essays). Some authors make titles stand out using bold / <u>underline</u> / <i>italics</i> . If you do this make sure that title formatting is consistent throughout your document
Labeling of diagrams / figures / charts / tables	Make sure that any diagrams / figures / charts / tables are clearly labeled (i.e. titles are used and formatted consistently).

Exceptions

There will always be exceptions to the guidelines included in this guide so it is very important that you always read all of an assignment brief and check exactly what your tutor requested.

Find out more

Check out the **Academic and Assignment Writing** section of the Study Hub: Online.



Further information

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:

lrweb.beds.ac.uk/studyhub

