# Written assignments - Final check list

Before submitting your paper, it is worth checking the following.

**Have I done a complete final proof for:**

* grammar
* spelling
* typos
* references
* style consistency
* formatting

**References**

Are they:

* complete?
* correct?
* Consistent (style)?

**Style consistency**

*Please follow the guidelines determined by each lecturer*

* spelling (American or British)
* spelling of people’s names or foreign-language words
* numbers (tip: most guides write zero to ten as words, 11 and above as numbers)
* use of hyphens
* dates and days
* common inconsistencies like percent, per cent or %, kilometres or kms or km or kilometers

**Is all the formatting correct & consistent?**

* is my paper the correct length when formatted correctly?!
* headings, subheadings
* quotations
* footnotes
* font size and style
* line spacing
* margin settings
* pages numbered

**Have I included all of the following, and are they in the correct order:**

1. Cover sheet
2. Table of contents
3. Text
4. References
5. Compulsory declaration
6. Anything else specified by the lecturer

# Submitting your written course work

All written course work is to be submitted electronically. If a lecturer requests, as a print copy also. If you are unsure, double-check. Lecturers may request the electronic version via email, or over Stud.IP.