

ESSAY COVER SHEET

[This cover page must be attached to all essays or research projects that are submitted for assessment.]

Course	Lecturer	Due Date	Mark

1. Essay Title

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2. Checklist

Please confirm that your essay complies with all of the following items by initialling the YES boxes.

1. Structure	YES
1.1 I have followed the <i>lecturer's instructions</i> regarding the structure of this essay	<input type="checkbox"/>
2. Referencing	
2.1 All key ideas, words and phrases I have taken from other sources have <i>properly acknowledged with in-text references</i> .	<input type="checkbox"/>
2.2 All direct quotations have been placed within <i>quotations marks</i> or, where they are more than 3 lines long, indented into their own paragraph and referenced in the text.	<input type="checkbox"/>
2.3 All texts cited in the essay have been included in my <i>bibliography</i> .	<input type="checkbox"/>
2.4 My <i>bibliography</i> has been constructed according to the accepted format.	<input type="checkbox"/>
3. Formatting	
3.1 My essay has been printed in <i>double-spacing</i> and a <i>12 point font</i> .	<input type="checkbox"/>
3.2 I have <i>italicised</i> all book and film titles.	<input type="checkbox"/>
3.3 I have <i>proof read</i> and <i>spell-checked</i> my work.	<input type="checkbox"/>
3.4 I have <i>numbered</i> all my pages and <i>stapled</i> them (including this one) together.	<input type="checkbox"/>

3. Declaration

1. I understand that meeting all of the above requirements is ***my responsibility*** and that my essay will ***not be marked*** unless I have done so.
2. I understand that, unless I have ***fully and properly acknowledged*** the sources I have used (such as internet sites, books, articles, lecture notes, or work by other students), my essay will be given a mark of 0, and I will probably be referred to the University Proctor for further disciplinary sanctions.

Name	Student Number	Signature	Date