

Planning your studies

(9) Begin writing

- Some students start their assignment draft as soon as they start the research.
- Others prefer to wait until the research and note-taking is complete before starting their draft.
- In any case, you need to make sure you begin in plenty of time to allow for later editing and rewriting.

(10) Continue to develop, revise and edit your writing

Structure, organisation and clarity are important to good communication, and are areas that are assessed.

To achieve a strong structure and clear expression, your writing needs to evolve as your understanding evolves.

During the writing process, you may need to re-organise your ideas, or alter your response to the task.

You can work on different sections at different times. It's normal to get stuck - in which case give yourself a break from that section and work on another one.

(11) Proofread the assignment for clarity and accuracy

You should do this multiple times, looking out for errors and inconsistencies.

If you can, ask a friend or family member to proofread your assignment for you (but only after you've checked it thoroughly yourself).

Reading your assignment aloud can be an effective way of identifying if something doesn't sound right, or if you are repeating yourself for example.

For reading aloud, many students find the 'Read Aloud' function in Microsoft Word (or similar) helpful.

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(12) Check that the in-text referencing complies with the guidelines for your faculty

- You should leave plenty of time to check and double-check your in-text references.
- Again, if you have any questions or difficulties, your subject librarian will be able to assist.

(13) Tidy up your Reference List

- As mentioned in Step 6, it is best to draft your Reference List during the research process.
- Leave time to check it and make sure that each entry includes the correct elements, correctly presented, in the correct order.

(14) Check presentation

- Check the formatting instructions you have been given – font, font size, line spacing etc.
- Are page numbers required? Contents page?
- What should you include on the cover page?

(15) Check submission procedures and regulations

- You will probably have to submit via Turnitin.
- If you have to include additional documents (e.g. consent forms), you will probably have to include them as appendices as Turnitin only tolerates the submission of one document.

(16) Submit your assignment in advance of the deadline

- Turnitin can be slow, so ensure you upload well in advance of the deadline.
- Late submissions are not accepted.