

Guide to Handing In Work

- Upload your assignments as a Word Document (file name ends in ".doc"/".docx") or a Pdf (file name ends in ".pdf").
- You can use any sensible, formal, and readable font. If in doubt, choose Times New Roman and size 12 font.
- All you need to include with your work is your name and student number, the assignment number/title, your word count, and anything specifically required by the question.
- There is no need to fill in a cover sheet (but you can make your own to include the above information if you like).
- Double check your word count before final hand-in: remember, we start automatically reducing your marks as soon as you go +10% over the word limit.
- The word count **DOES NOT** include footnotes or bibliography, but it **DOES** include quotations.
- You can only upload your work once to each Turnitin link (sometimes a tutor will provide a "draft" link to check for any technical issues before uploading a version to the "final" link). You can also e-mail your tutor a copy, to ensure the work has reached them.
- If you spot a serious issue with your final uploaded work before the deadline, e-mail the corrected draft to your tutor. If you have a valid issue, the tutor can upload your work to Turnitin.
- Remember to hand in with time to spare - technical support is only available during office hours.
- POB LWC/BEST OF LUCK!