

INSTRUCTIONS FOR SUBMISSION OF ESSAYS October 2018

Uploading your essay on Turnitin

On the page for each course on the University's on-line Learning Zone, you will find instructions to 'Upload your 1000 Word Essay here' or 'Upload your 4000 Word Essay here'. Simply follow the instructions. If, by any chance, the upload is not available or you get an error message, you may e mail your essay to the module tutor. However, upload to Turnitin is still required.

Usually there will be an option to upload a draft prior to your final version.

Format

You **MUST** upload your essays in a form in which we can read it - i.e. Word, as either .doc or .docx format. You should not upload as a PDF.

Line Spacing

It is acceptable to single-space your essays. In the past, when all essays were submitted, marked and returned in hard-copy it was essential to submit double-spaced copy. Now that work is submitted and returned electronically, this is no longer necessary. Besides, single spacing saves paper if we print essays out, so conforms to the University's 'sustainability' agenda.

But please note: **Dissertations** are submitted in hard-copy as well as electronically and therefore have to be double spaced.

Cover Sheet

You should fix to the front of your essay a cover sheet, which you will find on the MA CAA Homepage on Moodle. Essay and coversheet should be submitted in the same document, not separately.

Check List before Uploading

Before you upload your essay:

Step 1 -On the front of your essay paste in the Essay Cover Sheet and complete the required information.

Step 2 -At the top of the essay always write the **EXACT** title of your essay as given in the essay title list for the module (**not** a paraphrase of it: do not adapt or abbreviate it or you might inadvertently wander off the point and answer a different question). **NEVER** create a title of your own unless this is agreed with the course director or module tutor.

Step 3 - Insert a header which includes your name and student number and a page number: we suggest you use word to insert a page number, either as a simple number (Insert/ Page Number...) or use the format 'page x of y' (i.e., 'page 1 of 1, page 2 of 1, etc.'. or '1/1, 2/1', etc.)

In other words, write:

Belinda Smith 023456

page 1 of 1

Step 4 - Below the title, write the word count. For example:

A Study of Astronomical Beliefs that the Moon is made of Cheese

Word Count: 4595

(some students create a template in their first essay which they can then use throughout the MA).

Step 5-Naming of the document you upload

You should name your word document

First Name - Last Name – Module Code – Assignment

For example

Nick Campion – HPCA7001 – Essay 1

Please **do not** write your full essay title when you name your document. First it's not necessary and, second, long titles can make it difficult to transfer essays between different folders.

Step 6- Upload!