



Assignment Submission Checklist

Please be sure that you have read carefully and have understood fully the instructions for the assignment. If you are unsure, please ask your tutor well in advance of the published deadline.

Students often achieve lower grades by forgetting some of the more straightforward elements of their assignments. We recommend that you “tick off” all relevant points below as you prepare your work for submission. If you need any help, ask your tutor or visit: <http://www.brunel.ac.uk/services/library/ask-llt/ask>

Completing this checklist does not guarantee a high mark on an assignment, but may help to ensure success by paying attention to particular details that are important but often overlooked.

- Have you read and understood the assignment question?
- Have you demonstrated that you can think and write [critically](#) in the completed work?
- Have you supported your arguments/explanations using relevant academic sources?
- Have you maintained an appropriate academic writing style and tone throughout your work? Is your work formal, focused, developed, and clear?
- Is your work well structured and well-organised?
- Have you checked that the [referencing/bibliography](#) in your assignment is in line with your programme requirements?
- Have you proof-read your work and checked your spelling and grammar?
 - Have you made sure your font size, colour, style, line spacing and margins are appropriate to the work as specified by your department?
- Have you kept to the word count? *If you are not sure, check your assignment guide or with your tutor.*
- Can you confirm that the work submitted is your own and not [plagiarised](#)?

