

# Pre-submission checklist

## Argument

- I have developed each topic sentence and provided evidence to support my argument in the form of facts, opinions and quotations from readings, lectures and independent research.
- The concluding paragraph contains a brief summary of my overall argument.

## Formatting

- I have put my name and student number at the top of each page.
- I have added page numbers at the bottom of each page.
- I have used the correct format for the type of document being written e.g. essay/report etc.
- I have paraphrased the words of authors to demonstrate my understanding of what I am reading. However, when I have used another author's voice as a direct quote, I have enclosed their words in quotation marks and provided a brief reference (Author's surname, year of publication, page number if appropriate). I have given the source for any images/tables, graphs, figures etc.
- If the quote is 40 words or over I have not used quotation marks but double line-spaced it and indented from the left
- I have used Ariel or Times New Roman, using 12pt for the body of the text
- I have used 1.5 line spacing
- I have not indented the first line of paragraphs but used 2 line spaces between paragraphs

## Style

- I have used an academic 'objective' style of writing
- I have not used slang expressions e.g. the work was "ok"; if used I have put the words in quotation marks or italics

- I have used the passive voice, avoiding use of “I”, “we” or “you”
- I have not used contractions e.g. couldn’t, doesn’t, they’ll. I have written “it is” not “it’s”

### Punctuation

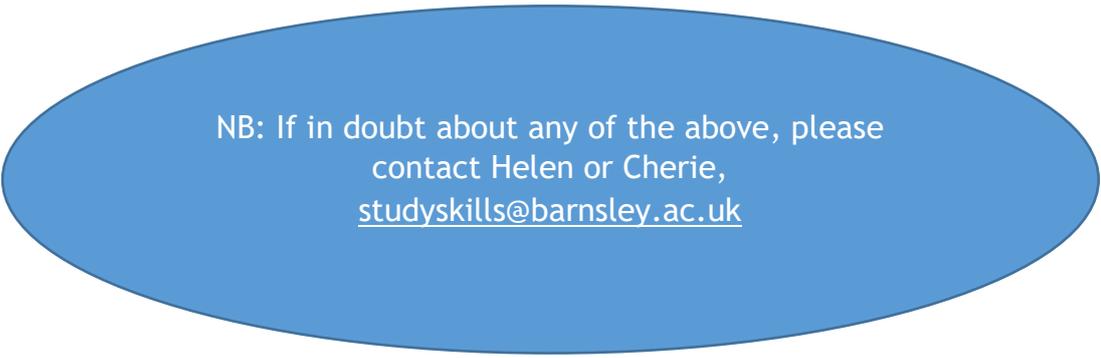
- I have attempted to use the comma, semi colon and apostrophe correctly
- I have used capital letters for names (proper nouns) e.g. the Labour Government
- I have always put punctuation after brackets, not before.

### Proofreading

- I have spell checked my paper for misspellings (especially words that sound alike but are spelled differently), poor punctuation, incorrect use of tenses
- I have read my paper aloud and corrected any sentences that were incomplete or difficult to read

### Referencing

- I have correctly referenced all sources used according to the appropriate referencing system for my course (APA 6<sup>th</sup> or Harvard).



NB: If in doubt about any of the above, please contact Helen or Cherie,  
[studyskills@barnsley.ac.uk](mailto:studyskills@barnsley.ac.uk)