

Format and Submission of Assignments

The following guideline should be followed when preparing assignments:

1. The assignment must be typed.
2. A signed assignment coversheet must be included in the copy submitted by email.
3. The student name and ID should be included on all pages of the assignment in the header of each page.
4. The cover message with your assignment should indicate pertinent information regarding the assignment, e.g. assignment number, total number of pages etc.
5. All assignments must be submitted electronically by the due date. Penalties are strictly enforced for late submissions.
6. Retain a copy of the assignment for your records.
7. When saving your assignment include assignment number and your name/ID in the file name (e.g Assign 1-smith1234567.xxx). This will assist in filing and retrieving your document.
8. The number of pages should be included in the footer of each page, and should be in the form of "X of Y pages".
9. The margins should be set as follows to assist in marking:
 - Top 2.54 cm
 - Bottom 2.54 cm
 - Right 2.54cm
 - Left 2.54 cm
10. Spacing should be 1.5 or 2 line spacing (minimum 1.5 lines)
11. Font size should be no less than Arial 11 pt.
12. Check the requirement for length of each assignment with each tutor. A guide to length is 200 words per page when using 1.5 line spacing as above. Include the word count at the end of the assignment. Marks will be deducted where this guide has not been followed.
13. Proof read the assignment before submission. Ensure clarity.
14. Suitable references should be included in the text, and referenced at the end of the assignment. Referencing should be in the style of the British Journal of Pharmacology or Harvard Method of referencing.

<http://www.brjpharmacol.org/view/0/authorInformation.html>

http://www.lc.unsw.edu.au/onlib/pdf/elect_ref.pdf

Assignments should be submitted through Blackboard and Turnitin (see *on-line teaching resources*) without an assignment cover page. The Assignment should be identified clearly in the header with the student name and ID number. An electronic submission box has been provided for each assignment submission. Assignments submitted on Blackboard are automatically scanned using Turnitin to check for plagiarism against known articles submitted by other students, literature, and articles from the internet.

Please review the guidelines on plagiarism in the following sections of the Handbook.

A copy of the assignment with a signed assignment cover page must be submitted to drugdev@unsw.edu.au.

Students should always retain a copy of each assignment for their records.

All assignments **MUST** be received by the due date to the Program Office (drugdev@unsw.edu.au) and Blackboard. **Failure to do so will incur a late penalty which will be strictly enforced.**