# Submission of Assignments

## Format

Assignments must be presented as portrait-format A4 documents in a clear, readable 12-point typeface such as Arial, Calibri, Helvetica or Times/Times New Roman.  Your document should be 1.5-line spaced and have 3cm margins on the right and left of the page.

## Labelling

Your assignment must be given an electronic file name in the following format:

> **[your surname] [module] [assignment] [date].pdf**
> e.g.
> **smith OT essay 020620**
> **smith OT seminar refl. 020620**

The file name you are to use (apart from your surname) will be given on the assignment brief.

The brief will stipulate whether to submit your assignment as a **Word document** or **pdf**.  If you are an Apple-Mac user and don't have Word, you should still be able to export your file as a Word document from Pages.

At the top of the first page of your assignment, you must include the following information:

> **Name:**          [e.g. A. Student]
> **Assignment:**  [e.g. Essay/Seminar Reflections]
> **Title:**            [i.e. the question on the brief]
> **Module:**       [e.g. Old Testament, Mission & Evangelism, etc.]
> **Lecturer:**      [e.g. A. Lecturer]
> **Word Count:**  [your words used, not the word limit, e.g. 2758]
> **Date Due:**     [i.e. the deadline]

## Deadlines

These will be given in the brief and are strictly applied (see 'extensions and exemptions,' below).

## Word Count

Your word-count should **exclude** footnotes and bibliography.  Footnotes should be used to give a note of the author, title, date of publication, and page reference of any work you cite.  They should not be used for additional information or discussion that properly belongs in the text.  Bible references should be put in parentheses ( ) in the text, e.g. (John 3:16) or (Jn 3:16)

## Word Limit

You will be given a word limit which is not to be exceeded.  A piece of work which exceeds the word limit will be marked down and if the limit is exceeded by more than 100 words, it will be failed.  Work that is less than 70% of the word limit will also be failed.

## Bibliography

At the end of the essay/reflection, provide a list of the books and other material you have consulted for the assignment, otherwise you will be marked down under 'content.'  Only include works you have consulted.

## Extensions and Exemptions

If circumstances require you to apply for an extension of deadline or exemption from an assignment, do so as soon as possible after the need arises, by email to registrar@londonseminary.org, attaching the extensions form.