Essay Checklist

Module..

Name...

Reg. No..

Note: *Essays would be accessed through TURNITIN Software online. Avoid Copying (PLAGIARISM) any content from any reference. Do paraphrasing or write between the "----", if necessary. This software is used for Originality Check and Grade Marks. For further help, check the website www.turnitin.com.*

Max. Marks for On-line Question Submission=10(Part of End-Exam)

	Checklist	**√ or X**
	Title	
1.	Assignment title and brief included	
	References	
	Minimum no. of *References* required > 05, References from "Research Journals and Technical Reports" would be considered only. Avoid adding loose references from any web search engine.	
2.	*List of References* included	
3.	Correctly referenced e.g. Bloggs (1999) argues... *or at the end of a sentence* (Bloggs, 1999)	
4.	**1:1** correspondence between references in the text and *List of References* (being the alphabetical list of references provided at the end of the assignment). All references in the text are in the alphabetical *List of References,* no items in the *List of References* unless cited in the text)	
	Grammar and Spelling	
	Words Limit < (700-1000), Use *Word Count* and display the counter on Essay Page. The References should be excluded from Word Counter.	
5.	No comma in possessive form of *its*	
6.	Avoidance of abbreviations i.e. *it is* rather than *it's*	
7.	Minimal use of rhetorical questions	
8.	Every sentence should contain a finite verb e.g. 'Seeing that case and having due regard to all the facts.' does **not** contain a finite verb!	
9.	Spell-checked	
	Layout	
10	1.5 lines spacing, 1" margins to allow for tutor's comments	
11.	Point size of 12 (minimum)	
12.	Clearly paragraphed with white space between paragraphs	
	Proof Reading	
13.	Proof read on paper before submission	
14.	Proof read to another person before submission	
	Submission	
15.	On-Line; mail to: med09class@gmail.com, In subject line of mail write as; "Essay-09-ME-XYZ"	
16.	Last Date of Submission is ***May 29, 2012***, No Essay will be considered after due Time and Date in any circumstances.	