

Stylesheet and submission arrangements for Project Report

The report will have a cover sheet that lists:

- course title
- question undertaken
- full name of personal tutor
- full name of all group members, presented alphabetically
- date of submission
- word count

The main body of the report should match the following format:

- printed single-sided on A4
- written in continuous prose
- word processed using Times New Roman, font size 12. The report should be double spaced with one inch (2.5 cms) margins on left and right hand sides of each page
- sub headings for different sections of the report as well as different topics
- a reference list compiled alphabetically using Harvard as per guidance in week 5
- a bibliography compiled alphabetically using Harvard as per guidance in week 5
- include diagrams or other supplementary information (where appropriate) in an appendix

Submission arrangements

- Each team will e-mail a copy of their report to james.lamb@ed.ac.uk by 09.30 on Wednesday 22 July. This should be submitted as a single document (i.e. not a series of different files).
- Each team will print a (stapled) hard copy of the report to their Personal Tutor by 09.30 on Wednesday 22 July. As reports may be photocopied we request that teams do not bind reports or submit within folders or polypockets.
- Teams will complete a submission register.
- Team submitting after the deadline will be subject to a 10% late submission penalty