**Moorlands College and Catalyst Training Certificate in Christian Mentoring**

**Top Tips on Writing an Assignment**

The following are tips for writing assignments – they are all mentioned in the Assignment Guidelines, so to get this right it is best for you to read through that document. However, these tips may help remind you what is needed once you have read that Assignment Guidelines.

1. Make sure that you have a cover sheet, which includes
* Your name
* The title of the assignment
* Word Count
* Date
1. Make sure you answer all aspects of the question
2. The work needs to be
* 1.5 or double-spaced
* Justified down both sides
* Have page numbers
* Have a bibliography
* In no more than 12pt font size
* Use inclusive language
* Do not sue contractions e.g. it should be ‘did not and I have’ rather than ‘didn’t and I’ve’.
1. You must refer to different books in the work and bear in mind:
* Titles of books and films should be in italics
* You can quote – exact wording from the book and in quote marks or cite – put what it says in the book in your own words and not in quote marks
* Either way you need to have a footnote that tells the Marker were you got it from in the book
1. Footnotes and bibliography – **follow the instructions in the Assignment Guidelines**
* Footnotes should have name, initial, *title of book (in italics)* (Place of Publication: Publishers, Date of Publication) page number
* The bibliography should be in alphabetical order of surname of author
* Do not worry too much about this – just have a go