**Prior to Submission of Essay /Assignment Essentials**

**Cover page** - completed - on a page of its own

**Table of contents** on page of its own

Introduction and development of essay on the next couple of pages

**Reference list** on a page of its own - the reference list is in alphabetical order as discussed in tutorial similar to the Journal of Clinical Nursing – **Do not** number or bullet point each reference in the reference list

The essay itself is to be **double spaced**

Use size **12 font either** Calibri, Cambria or Arial avoid Times New Roman

**Pages to be numbered** – use footer and number in the centre of the page

**Do not plagiarise** – refer to the SONM and UCC college plagiarism policy

**Do not use** secondary sources as primary sources

**Be concise**, check each sentence and edit as appropriate

Arrange points you wish to make in a logical order - **keep to the point**

**Avoid generalisations** unless you support the generalisation with adequate evidence – references/citations

Be aware of your own prejudices and ensure that the **argument you make is well balanced**

Give **exact references and quote correctly**, enclose direct quotations in a quotation marks with the page number from which the quotation is taken.

Be consistent and accurate in the use of punctuation, full stops and capitalisation. Make sure your **English is grammatically correct**. Do not use slang and avoid clichés or flowery language

**When using abbreviations** write the complete words the first time you use it with the abbreviation thereafter e.g. World Health Organisation (WHO). On every occasion following, you may use the abbreviated version in your essay (WHO).

**Do not underline points –** refer to UCC IT training centre - Office Basics (Word level 2) on how to format a long document <https://www.ucc.ie/en/media/support/computercentre/trainingmanuals/Word2013Level2.pdf>

Ensure the facts presented are correct and current and whenever possible make use of recent findings (preferably within the last 5 years but on occasion within the last 10 years).

The RED (Resources for Education) website also provides lots of useful information on how to prepare for exams, writing skills, note taking, etc. Browse through the website here: <https://www.ucc.ie/en/red/>

The UCC Skills Centre provides workshops on topics like how to approach an assignment, taking notes, academic writing, critical thinking, etc. You can book in for a workshop here: <http://skillscentre.ucc.ie/>