

Academic Writing Rules

1. For Your Assignment, Please Do not Forget To

- A. Insert Cover Page
- B. Insert Table of Content
- C. Insert Page Number
- D. Name The File Appropriately According to the Subject of the Mail.

2. Make Sure That You Followed The Beneath Instructions For The Presentation/Decoration Of Your Report/Assignment/Essay:

- I. Font Style: Times New Roman
- II. Font Size: 12 III.
- Line Space: 1.5 IV.
- Alignment: Justify
- V. Margin: 1" Every Side
- VI. Writing Language: English (UK) [*not: English (US)]

3. No Short form of any words like

Incorrect: Don't, Doesn't, Aren't

Correct: Do not, does not, Are not

Incorrect: etc, &

Correct: “and so on”, and

4. Instead of only “Contents”, “Table of content” would be better-formal-Academic to look-read-understand

5. No Personal Words (First Person and Second Person: I, My Me, Our, You, Your, We, Our, Us) Can Be Used Unless You are Clearly Told to Use These Words.

6. Mention Source/References with Appropriate Caption/Description, When You Insert Chart/Figure/Diagram

7. No Reference in Conclusion

8. Every 100 Words Must have One Source/Reference

9. References Should Be In Harvard Referencing Style (Unless Specified in Question)

10. References should be arranged alphabetically (A-Z)

11. Copy-Paste, Plagiarized or similar content will not deserve any payment.

Of Course, READ/PROOFREAD your assignment twice before you submit