## Universidad EAFIT

**School of Management**

**International Business Department**

[Course Name]

## Assessment Title

Assessment Type (Essay, Case Study Report, Simulation Brief, etc.)

Presented to

*Name of the Lecturer/Professor*

Written by

*Student(s) Name and Student Number(s)*

Submission Date

**Template for Assignments**

All papers must be submitted in printed form unless stated otherwise by the lecturer. Please remember that in your assignment you are expected to use only academic writing, to avoid colloquial expressions and to carefully check grammar and punctuation before submitting. The following link contains important information about the process of writing academic essays: <http://writingcenter.unc.edu/handouts/argument/>

**Formatting your Assignment:**

• Do not change the basic structure, margins, of this template or alter the layout of the Header and Footer.

• Font: All papers will be in Arial.

• Font Size: The body text should be in 12 pt.

• The body of the text should be justified.

• Headings: 12 pt and bold.

• Footnotes and endnotes are at the authors’ discretion.

• Put all case names in italics

• Number all pages

• Use the American Psychological Association (*APA*) citation style. The following link contains a useful and concise guideline on how to use this style in your academic assignments <https://www.library.cornell.edu/research/citation/apa>

**About the importance of proofreading:** The first draft of your work should not be the version that you submit. A first draft may contain spelling and grammatical errors, gaps or inaccuracies in citation, incoherent or sloppy paragraphs etc. The following is a short list of common grammatical and style errors (adapted from Lancashire Law School Coursework Guide 2009).

|  |  |
| --- | --- |
| **Common grammatical errors:**   * misuse of apostrophes, e.g. ‘Judge’s often argue …’ * failing to put proper nouns in capital letters, e.g. ‘the european commission’ * mixing plural/singular, e.g. ‘Defendants, in some cases, gives evidence of …’ * mixing past/present, e.g. ‘In the past, the House of Lords provides guidance…’ | **Common style errors:**   * overlong paragraphs * overlong sentences * incomplete sentences (with no main verb) * contractions, e.g. *wasn’t* rather than *was not* * slang/colloquialisms * generalisations, e.g. ‘many people argue …’ * use of the first person – e.g. ‘… therefore I think …’ |

Before submitting your assignment please use the checklist below:

|  |
| --- |
| **Assignment Checklist** |
| In this assignment;  □ I have followed any subject specific guidance provided by the lecturer  □ I have adhered to the word limit specified by the lecturer  □ I have proof-read my work (check grammar and punctuation)  □ I have used a good range of sources  □ I have cited material fully and accurately  □ I have included a bibliography  □ I have answered the question(s) provided by the lecturer |