

LAYOUT REQUIREMENTS

for essays and studies

Cover page

- Name of the School, times new roman, 12, black, bold – position at the top, middle
- Title: times new roman, 18, black, bold – position from the top at 12cm
- Name: times new roman, 18, blue, italics – position under title
- Date of submission: times new roman, 12, low right corner
- Word count: times new roman, 12, low right corner, under date

Note: institutional cover pages are to be attached on top of the essay or study cover page.

Text

- Font – all text: times new roman, 12
- Hanging indent: 2
- Right margin 17
- Justify
- Line spacing: 1.5
- Header: title
- Footer: name and page numbers (page X of Y)
- Mirror page numbers (odd page numbers on right side; even page numbers on left side) – for the name the other way round
- Footnotes: times new roman, 10, single line spacing, justify
- Title tables and figures and mention source

Bibliography

- Bibliography: 2 sections: texts and online sources
- Font bibliography: times new roman, 10
- Mention Referencing system in use under the title “References” or “Bibliography”

Appendices

- Appendices to follow bibliography
- Number appendices
- Page breaks from one appendix to the other
- Font appendices: times new roman, 10