## SIZE OF PAPER: A4

## FONT: Arial Size 12

## MARGINS: 2.5cm or 1 inch (Top/Bottom/Left/Right)

**SPACING:** Double-spaced between lines

 Double-spaced between sections and headings

**PAGINATION:** Lower right hand corner

**LANGUAGE:** British English (unless for quotations)

**WORD LIMIT:** The word limit of 3500-4500 words includes quotations and in-text citations.

 It excludes:

* abstract**\***
* contents page**\***
* title and content of diagrams (e.g. graphs, charts, tables, illustrations, maps)
* acknowledgements**\***
* bibliography/references
* footnotes
* appendices**\***
* page numbers
* glossary**\***

 Note: Word limit for Chinese Language and Literature is 4500-6500.

Assessment will be based only on the main body of the essay that is within the word limit.

[centre, bold, cap] **TITLE**

[2 line spacing]

[centre] Name of Student (As in NRIC)

[centre] School

[2 line spacing]

[centre] NUS Supervisor: Name

[centre] Department

[3 line spacing]

[centre, bold, cap] **ABSTRACT\***

The abstract contains a clear statement of the points to be made in the essay, as well as a concise summary of the conclusion.

[2 line spacing]

[centre, bold, cap] **TITLE OF SECTION**

[2 line spacing]

[centre, bold, cap] **TITLE OF SECTION**

[2 line spacing]

[centre, bold, cap] **ACKNOWLEDGEMENTS\***

[2 line spacing]

[centre, bold, cap] **BIBLIOGRAPHY/REFERENCES**

[2 line spacing]

**APPENDICES\***