Southern Denmark University Department of Political Science and Public Management



TITLE OF WRITTEN ASSIGNEMENT

Title of the course

Lecturer

Examination Identification (check the course description for exact identification)

Number of keystrokes

Date of delivery

**Formatting style**

**Always check with your teachers if special rules apply to the specific exam. It can be that some disciplines, for example law, have discipline-specific formatting styles, which must be adhered to.**

**If no discipline-specific format is required, we recommend the following**

* Font: 12 Times New Roman or 11 Calibri
* Space between lines: 1.5
* Margins: Auto layout (top and bottom 3 cm; left and right 2 cm)
* Use footnotes only for additional information (however, please see the course descriptions for the rules concerning total number of keystrokes, as footnotes may be included)
* Use in-text parenthetical references (Author year)
* Reference list:
* Recommended to be written on a separate page
* reference styles: APA or Chicago or HARVARD - see for details SDU Library <https://www.sdu.dk/en/bibliotek/undervisere/referencehaandtering>

APA: <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

Chicago: <https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-2.html>

Harvard: <https://www.mendeley.com/guides/harvard-citation-guide/>

**Also recommended:**

* Insert page numbers
* Use **titles and subtitles** for the sections of your work