



Checklist for ASSIGNMENT PRE-SUBMISSION

When preparing to submit an assignment, it's crucial to ensure everything is in order before handing it in. Here's a practical checklist to help guide you through your pre-submission process:

Assignment Content Check

- Ensure all the questions or assignment requirements are fully answered. Yes No
- Check if your arguments are well-supported with evidence and references. Yes No
- Review the structure of your work; introduction, body, conclusion. Yes No

Formatting

- Verify that you have followed all specific formatting guidelines (font type, size, margins). Yes No
- Ensure proper and consistent use of headings and subheadings. Yes No
- Check the spacing and alignment of text as specified in your assignment guidelines. Yes No

Citation and References

- Confirm that all sources are appropriately cited within the text. Yes No
- Check the reference list for completeness and accuracy. Yes No
- Ensure the referencing style (APA, MLA, Chicago, etc.) complies with your academic institution's requirements. Yes No

Proofreading

- Conduct a thorough spell-check. Yes No
- Check for grammatical errors and awkward phrasing. Yes No
- Read through the assignment to ensure clarity and coherence in your writing. Yes No

Plagiarism Check

- Use plagiarism detection software to ensure originality. Yes No
- Make sure all quotations and paraphrased sections are properly cited. Yes No

Compliance with Instructions

- Double-check the assignment against the rubric or assignment brief to ensure all requirements are met. Yes No
- Make sure you have adhered to any word count or page number specifications. Yes No

Submission Details

- Verify the submission date and time to ensure punctuality. Yes No
- Understand the mode of submission (email, online platform, etc.) and prepare accordingly. Yes No

Backup

- Save a backup copy of your assignment in multiple locations (USB, cloud storage). Yes No
- Email yourself a copy as a precaution. Yes No

Final Read-through

- Give your assignment one last read for peace of mind. Yes No
- Consider having a peer or mentor review it if possible. Yes No

Completing this checklist will help ensure that your assignment is polished, accurate, and ready for submission. Good luck!