

November 7, 2022

Guidelines for written assignments

The layout of all student writing at Haaga-Helia should follow uniform guidelines. These allow the student to focus on the content of the text instead of layout issues.

There are two layout alternatives. When you write a report or lengthier plan, use the `TEMPLATE_ENG_long_reports_and_thesis.dotx` and follow its instructions available at Guidelines for long report and thesis document. When you write a short plan or memo, an abstract, a media release or some other short written assignment of no more than five pages, use these guidelines.

The layout of Haaga-Helia's written assignment template is based on Finnish document standard (SFS 2487). Different parts of the document have their own styles. These guidelines apply to all students at Haaga-Helia.

Getting started with the Haaga-Helia written assignment template

Download Assignment template.dotx from Haaga-Helia's website. When you create a document based on a template, save the document in docx format.

Insert the name of the document in plain language also under File → Info → Title. This is used by Internet search engines and needed to comply with accessibility requirements.

Header information

Ensure that the default tab stop in the header is 2,3 cm. Use **Normal** style for header. In the template the header has the left tab stops preset at 9,2 cm, and 16,1 cm. The header is displayed on each page.

Include following information in the header:

- The author's name/authors' names written as follows: first name before last name, in alphabetical order according to last name, with the first author placed right after the top margin. If there are several authors, use this document as an example, if only one, use Figure 1 as an example.
- The document type, e.g., assignment, summary, memo etc. starting with a capital initial followed by lower case in bold, after the name of the first author at the tab stop 9,2 cm from the left margin (9,2 cm). After the first author's name, click the tab key once to get to this tab.
- The university's name, i.e., Haaga-Helia University of Applied Sciences is placed below the last author mentioned.
- The course code is written below the name of the university, and the date of completion on the header's fourth row at the same tab stop as the document type (you get to the right tab by clicking the tab key once).

Click the Enter key to move from one row to the next.

November 7, 2022

Document heading and body text styles

For the main heading of the written assignment, use the **Heading1** style. The main heading should describe the main content of the assignment. In addition to the document heading, use subheadings as these make it easier for the reader to browse through your text. For subheadings, use of the **Heading2** style. The first subheading should be preceded by at least one text paragraph. The maximum length of a heading is one line. Each heading must have text underneath it.

For the body text, use **Body** style in which text is written in one column. After a heading, the body text style is engaged automatically after a paragraph change. The body text is indented to 4,6 cm in accordance with the document standard. Start a new paragraph whenever you start a new topic. One click on the Enter key is sufficient for starting a new paragraph.

Use typographical effects, i.e., italics and bold sparsely so that they retain their effect. Do not underline text.

Lists as part of the text

Use the List Paragraph style when you want to write a bulleted list. When you end the list, remember to define the following paragraph as either body text or as subheading with Heading2 style. See example of a list below:

- top margin 4 cm, bottom margin 2,5 cm
- left margin 2 cm, right margin 1,5 cm
- header location from top of page 1 cm
- font for main heading and other headings Arial 11 pt in lower case, the main heading in bold
- text font Arial 11 pt
- line spacing 1.

Tables

All tables must have captions. Insert table caption above the table by choosing under References Insert Caption and choosing Table as a Label.

Inside a table use Body style. In table cells with a heading like or emphasized content, use Strong style. When you reference to the table in the text, use both its label and number (Table 1.). Tables under one page in length must be fully on the same page together with the table caption.

Table 1. Table caption is written above the table

Tab heading	Tab heading	Tab heading
Cell 1	Cell 2	Cell 3
Cell 4	Cell 5	Cell 6

November 7, 2022

Figures

Figures are indented to 4,6 cm in the same way as the body text. The figures must not exceed the margins. Insert figure caption below the figure by choosing **References** → **Insert Caption** and select Figure as a **Label**.

The figure and its caption must be on the same page. The figures can be photographs, drawings, screenshots, statistics graphics, charts, maps, and formulas etc. Figures also need an alternative text. Insert it by right-clicking on top of the figure, and selecting **Edit Alt Text**.

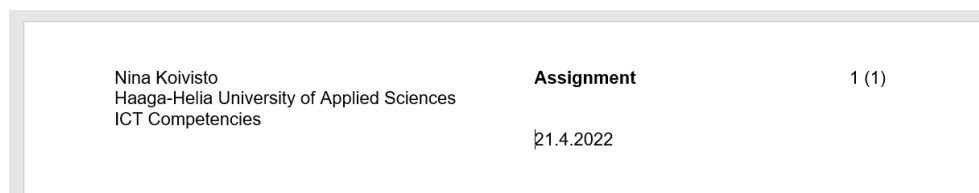


Figure 1. Document header with one author

Text type effects on structure and content

The text type affects the writing assignment structure, i.e., in what order you present the information. The text structure must always be consistent. Always use neutral English in your written assignments, i.e., write legible, concise, and grammatically correct English.

Use references also in written assignments

Reference material is often used also in written assignments. Referencing indicates the origin of the information to the reader. References also assist the reader in assessing the quality and reliability of the work. The most common types of sources are research studies, books, articles, interviews, the Internet, professional seminars, lectures, as well as reports produced by companies, associations or the public sector, and other documents and interviews.

You are to state all the sources that you have used both in the body text and on the list of references, which is to be placed at the end of your work. Further instructions on using sources and referencing you will find in the Guidelines for long reports and thesis available at Haaga-Helia website.

Place the heading 'References' at the end of your text and list your sources under this heading. Arrange your sources alphabetically according to the first word of each source. Do not provide separate sections for printed and non-printed sources.

Further instructions on using sources and creating a list of references you will find at Haaga-Helia website from Guidelines for long reports and thesis.

November 7, 2022

Appendixes

Your assignment may include appendixes, material that you refer to in your text but that does not need to be present in the text as such.

An appendix can be, for example, a questionnaire used for gathering information, the covering letter sent with such a questionnaire, a document, an agreement or a large table or figure. Remember that an appendix cannot stand on its own; it must always be referred to in your text.

Appendixes are placed at the end of your report, after the list of references, under the heading 'Appendix' or 'Appendixes'. After the heading, use Body style. List your appendix(es) at the end of your document. Each appendix should start on a new page.

Further information

Haaga-Helia website has various other instructions that may prove helpful for written assignments. It is a good idea to familiarize yourself with the material. The instructions will give you information on thesis and report writing and on using Microsoft Word for assignment and report writing.