

Assignment Submission Checklist

Before Submitting

- ☐ Read all assignment instructions carefully
- ☐ Checked all formatting and submission requirements
- ☐ Noted the assignment deadline

Content & Format

- ☐ Included a title page (if required)
- ☐ Checked and used the correct file format
- ☐ References and citations are correctly formatted
- ☐ Proofread for spelling and grammar errors

Final Steps

- ☐ Checked for plagiarism
- ☐ All required files/attachments are included
- ☐ File named according to instructions

After Submission

- ☐ Saved submission confirmation/receipt
- ☐ Kept a backup copy of the assignment