

## **Guidance for students on word length for all assessed coursework in the School of Management**

Please note: this guidance is for any student taking School of Management modules. Policies may vary across the University.

1. Limits on length are set for most written assignments to reflect the amount of submitted work that is expected. Where there is a limit on length expressed as a word count set for your coursework, this is a maximum word count (rather than a target) and needs to be adhered to. **Any text that is beyond the maximum word count will not attract any marks.** The word limit will have been chosen with care and deemed to be appropriate for the task. As always, you should aim to write with clarity, coherence and conciseness.
2. The relevant word count **includes** items such as cover page, executive summary, title page, table of contents, tables, figures, in-text citations and section headings, if used.
3. The relevant word count **excludes** your list of references and any appendices at the end of your coursework submission. Appendices are not always needed or expected, but they can be a useful way of providing supplementary material which your coursework draws on but which is not essential for the reading of the coursework.
4. Beyond the above points, if you are not sure about whether something is included or not in the relevant word count, then assume it is included.
5. You should always include the word count (from Microsoft Word, not Turnitin), at the end of your coursework submission, before your list of references.
6. Should your module tutor wish to vary from the above approach, they will inform you of any variance at the time you receive the coursework details and provide appropriate alternative guidance.