



## *T206, Energy for a Sustainable Future*

### **Guidelines for Submission of TMAs**

You have the option of submitting your TMAs in the form of hard copy (i.e. printed or handwritten), or electronically via the eTMA system. The choice is yours and I am perfectly happy to accept either, though I prefer eTMA. *Please note* this is an either or. If you submit by the eTMA system, please do not also send me hard copy. Your eTMA submission is the one I will mark.

If you use the eTMA system you will need to submit your TMAs in a format that I can read *and edit* so that I can add comments in your answer.

I can read and edit: Microsoft Word, Microsoft Works and Open Office/Star Office.

If you use Microsoft Word. I have Word 2003. Please note, I cannot read Word 2007 documents so if you are using Word 2007, please save your files in an older word format or use rich text format (\*.rtf).

Your OU applications CD has Star Office which is free for you to use. I have Open Office on my computer which is the non-commercial version of Star Office so can accept files in Star office format. If you wish, you can download Open Office for free from [www.openoffice.org](http://www.openoffice.org)

If you use other word processors, please save in rich text format (\*.rtf). Please **do not** submit as \*.pdf files as these cannot normally be edited.

If you submit your TMAs as hard copy, I prefer your them to be word processed, though *neat* handwritten answers are fine.

### **Referencing**

However you choose to submit your TMAs, it is essential you indicate the sources you have used to prepare your Part B answers, even if you have just used the course text books and study guides. There are conventions for doing this and they are summarised in a document on referencing which I will put on First Class.

### **Guidelines for layout of TMAs**

While there are no formal rules for the layout of TMAs as long as they can be clearly read, some TMAs do seem bulky and others are somewhat cramped. I would like to suggest some guidelines for the layout of TMAs to try and avoid either of the mentioned extremes.

Leave a reasonable margin all round. I suggest 3.1 cm (1¼ inch) left and right and 2.5 cm (1 inch) top and bottom is reasonable. If you are word processing then use the header facility to insert your name and PI and the footer for page numbers. These will then repeat on every page.

Word processed TMAs for submission as hard copy should use a reasonable sized font for legibility. Minimum font size should be 10pt. I suggest either Times New Roman 12pt, Arial 10pt or other font of similar size.

If you are submitting an eTMA, use a sans serif font such as Arial as they are easier to read on screen than serif fonts. A slightly larger size than would be used for printing also helps. I suggest Arial 12pt minimum or similar.

Leave a blank line between paragraphs and two blank lines between sections of questions. It is not necessary to start each Part A question on a new page, but leave space between questions and clearly number each question.

Avoid orphaned headings. That is, a heading at the foot of a page with the content relating to the heading starting on the next page. If you find this happening you need to force a page break above the heading which you can do by pressing the Ctrl+Enter keys together.

If you are handwriting your answers please leave space between paragraphs and questions in line with the above. Also, again leave a decent margin all round. I have found that handwritten TMAs are often worse than word processed TMAs for not leaving sufficient margins and space between questions.

If you are word processing but have problems with laying out calculations or inserting diagrams, leave sufficient space to insert neatly handwritten calculations or hand drawn diagrams.

If you are importing drawings use the menu command “Insert/Picture/From File” and navigate to your drawing file rather than copy and paste as use of copy and paste as importing a diagram almost always results in a smaller file than using copy/paste.

Do make use of tables or diagrams where they will help to make your answer clear. If you reproduce diagrams or tables from the text books or elsewhere, you *must* state where they came from – use the conventions for referencing which I have put on the R09 conference on first class.

In general, you should start Part B on a new page. However, use your common sense. If the answer to the last Part A question has only gone a few lines on to a new page, then by all means start Part B on that page. In such cases, you should leave a clear gap between the end of your Part A answer and the start of Part B. Possibly even separate the two sections by drawing a line across the page.

It is quite acceptable to split Part B answers into sections using sub-headings. Whether or not you use sub-headings, please leave a blank line between paragraphs.

These are guidelines and not rigid rules and if you wish to lay the TMA out in some other way, that is fine, but please remember

- ◆ Your TMA *must* be clearly legible.
- ◆ You must put your name and PI on *every* page and number each page.
- ◆ Each question should be numbered and *clearly separated* from those before and after it.
- ◆ Please leave me space to write in your mark and to make comments where necessary. The purpose of the comments is to try and help you improve in the future.

You will not be specifically penalised for not following these guidelines, but cramped and difficult to read TMAs penalise themselves.

*Geoff Walker*

T206 Tutor, R09