

Manchester Access Programme Academic Assignment 2026

Structure, Format and Layout Guidelines

1.1 General Layout

Please ensure that you follow the guidelines below. You will be asked to convert your assignment to a PDF document and the guidelines below will usually ensure that your work will convert without any issues to formatting;

- A4 Portrait
- Text must be in Arial font
- Size 12 point should be used for any headings; size 10 point should be used for text.
- Paragraphs should be justified.
- 1.5 line spacing and margins of at least 2.5cm
- Pages should be numbered at the bottom of the page (not on the title page)
- You must write in the third person. Only in your conclusion can you use the first person (see section 2.2).

If you decide to prepare your work in a different font, font size or format, please check frequently that your document converts to PDF without any formatting issues.

1.2 Title Page

The first page of the academic assignment should be your title page. It should appear as follows;

	[Top of Page, flush right]
	MAP ID Number
	Name of Supervisor
	Word Count
[In the middle of the page, in the centre]	
Title of Academic Assignment	

Please do not include your name on your assignment. Your assignment may be second-marked and it therefore needs to be anonymous.

1.3 Diagrams, tables, pictures

Diagrams and pictures

You may wish to use diagrams or pictures in your academic assignment. If you use diagrams or pictures, you must explain what the diagram or picture is telling the reader. You can do this by using a '*Figure Legend*' directly below the diagram or picture.

- Figures should be numbered e.g. Figure 1.
- Text in a figure must be Arial font, size 8 point, single line spacing.
- If you have taken a diagram or picture from another source, you must acknowledge the source and include the reference in your bibliography.
- You must also refer to your diagram and picture in the relevant main body of text.

Tables

You may wish to use a table in your academic assignment. If you use a table, you must explain what the table is telling the reader. You can do this by using a '*Figure Legend*' *directly above the table*.

- Figures should be numbered e.g. Table 1.
- Text in a figure must be Arial font, size 8 point, single line spacing.
- If you have taken a table from another source, you must acknowledge the source and include the reference in your bibliography.
- You must also refer to your table in the relevant main body of text.

1.4 Word Count

- **1500** words
 - This does not include title page or list of references(bibliography). It does include in-text citations however.
- The maximum and minimum word count that you can have before you are penalised is 17% above or below the word limit (**max: 1750** and **min: 1250**).
- You will Lose 10% of marks for every 250 words over or under word count.

2.1 Introduction and body of text.

Introduction

Your academic assignment should start with an introduction. This should comprise approximately 7-8% of the total length (105-120 words). The aim of the introduction is to introduce the topic and what the assignment will be about. It will also set out what the aims and arguments of the essay will be (what will the reader expect to read about).

Top tip: be clear, precise and concise! This should be brief and include only necessary information.

Body of text

The main body of the text is the largest part of the academic assignment. It should comprise approximately 77-81% of the total length (approximately 1150 words). The main body should be logically structured into different sections. You may wish to use headings to describe what those sections will be related to. One specific section may relate to a specific example related to your topic or it may describe one aspect of the whole topic.

Top tip: you should be using lots of academic references in the main body of your academic assignment as examples of your research. Make sure you critically analyse the literature and summarise what you have found from the literature in your own words.

2.2 Conclusion

The academic assignment should end with a conclusion. It should comprise approximately 12-15% of the total length (180-225 words). The conclusion should summarise what you have written in your introduction and main body. It should not contain any new points. You may decide to mention what the future holds in this area or what needs to be done. This is the only time you may use the first person.

Top tip: There is a whole marking criteria based on the strength of your conclusion. Make sure you summarise your assignment coherently.

3.1 Submission

Before you submit your academic assignment, please ensure you follow the guidelines below;

- Convert your academic assignment to PDF
- Name of PDF should be 'MAP ID_ Title of academic assignment', so for example '12753789_What is the meaning of life'

- Check that the layout and structure has remained the same when converted to PDF as you will be marked on your structure and layout.

Do not leave checking and submitting your work until the last minute prior to the deadline. Technical issues may occur, and these will not be taken into consideration as mitigating circumstances. Therefore, you should leave yourself plenty of time to submit your assignment through Canvas. You should also leave yourself plenty of time to check that your assignment converts correctly to PDF.

3.2 Instructions on how to submit through Canvas

Draft Assignment Submission

You will practise how to upload an academic assignment through Canvas We will let you know when this is available.

1. Log on to Canvas and go to the Manchester Access Programme 2026 as usual.
2. This will take you to the Homepage. Scroll down to Module 2 and click to open a drop-down menu.
3. On the drop-down menu, select the 'Draft Academic Assignment Submission' link.
4. Click on the purple 'Start Assignment' button on the top right corner.
5. Click on the large button with the rocket and find and select your draft assignment.
Only submit one file.
6. Tick the box that asks you if your work is your own and then click submit.
7. Double check that your assignment has been submitted by looking at the right-hand corner. It should now say 'Submitted'.
8. If you need to reupload your assignment, you can select the 'New attempt button' on the Draft Academic Assignment Submission area.

Final Assignment Submission

1. Log on to Canvas and go to the Manchester Access Programme 2026 as usual.
2. This will take you to the Homepage. Scroll down to Module 2 and click to open a drop-down menu.
3. On the drop-down menu, select the 'Final Academic Assignment Submission' link.
4. Click on the purple 'Start Assignment' button on the top right corner.
5. Click on the large button with the rocket and find and select your draft assignment.
Only submit one file.
6. Tick the box that asks you if your work is your own and then click submit.
7. Double check that your assignment has been submitted by looking at the right-hand corner. It should now say 'Submitted'.
8. If you need to reupload your assignment, you can select the 'New attempt' button on the 'Final Academic Assignment Submission' area.

If you are still experiencing problems logging into Canvas then please contact map@manchester.ac.uk urgently! If you are having problems uploading the assignment on Canvas, then please send a copy of your assignment to your tutor over e-mail and copy (cc) the MAP Team in so that we have evidence that you have met the deadline.