

# How to do an assignment cover page



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Creating the cover page for a university assignment seems, at first, like a task that the author should spend the least time on. However, it's a false perception and, sometimes, it ruins the work without even being read. In this article, we would like to introduce to your answers to the most probable questions on how to do a cover page in an assignment.

Even though every academic work is assessed by the quality and elaboration of its content, the first impression always emerges with the visibility and attractiveness of a work. This function is performed by the title page, which not only gives an assignment the desired look but, again, provides a viewer with the essential facts that build up expectations and longing for a paper yet to be discovered.

Before actually writing a title page, it is crucial to make sure that the frames of a task have not been changed during the process of writing the work.

Therefore, review the materials you have been working with, along with web-pages of your institution, where the standards of the task are advised.

Sometimes, teachers like sending that tricky last-minute e-mail that contains information changing the course of your entire work. Get acquainted with all possible sources carefully and attentively. In case, if something is not clear try contacting your supervisor or the teacher directly.

Every task is performed in a certain style of referencing, which includes APA, Chicago or MLA. Knowing which one you are going to use at the end of your work, also changes the way you should format your cover page.

Every title page consists of a few important elements that function as eye-catchers and information-givers at the same time.

First of all, it's necessary to get a hand with those fonts. Sometimes it seems seductive to use bold and big size letters to emphasize the assignment's completion. However, it should be clear, visually attractive and formal. Using Times New Roman is always a good choice but Verdana, Arial and Cambria may suit the work's style as well. Colored backgrounds are a no-go when it comes to academic writing. They give an impression of distaste and spoil the overall look.

Fonts should be contrasting to the page's color. Therefore, the combination of black letters and a white background will definitely do, as they look official and proper. Normally, universities require 12 point fonts as a standard, so it's better to keep it this way unless required differently by the institution.

Second of all, the spacing is supposed to be in accordance with the school's standards; however, normally it is 1.5 or 2 of distance between lines since it gives the author or a supervisor some room to leave notes and remarks. Each paragraph should be separated by at least one gap-line (blank), in order to assure visual separation of topics and facilitate reading. Moreover, it is recommended to start each major chapter from a new page, if its content differs from the next one and does not relate to it. Justification arrangement should, normally, be on the left, whereas a cover page usually has the title centered.

When it comes to titles, they are normally at the halfway of a page, which is approximately one-third of a page. Case capitalization is a good means to underline the idea and leading thought of the cover page. However, normally, abbreviations are not used in headings since they are not self-

explanatory and do not advice on the topic properly. There are some parts of the research paper's cover page that are essential and cannot be omitted. They include the following tips regarding how to do an assignment cover page:

If an assignment is to be published on an online resource, then it should include main keywords by means of which your article will be easily found on the web. Using bold or italic fonts in the title does not give a paper a good representation. Thus it's better to keep it casual.

Sometimes a cover page may include a subtitle that specifies a topic or gives a reference important for the work. In this case, the subtitles are written down below the main title and can be of reduced size (one or two points). The choice of their size depends on the length of the main title and its self-explanation.

Some assignments have a strict requirement on the word count. Therefore, the author should manage to optimize the number of words and put everything in the most concise way, avoiding compound sentences or tautology.

It might be time-consuming to create a cover page from a scratch. In this case, Microsoft Office Word gives options on how to prepare assignment cover pages with a minimum effort.

There are two ways of doing it.

To access the menu, you need to create a new Word file and choose the Insert tab in the upper left corner. This will open a list of up to 20 standard

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title pages. Selecting one of them and clicking on it will automatically insert a page into your document and highlight all gap places that you can fill up with the needed information. Moreover, you can rearrange the position of windows and fields, adjusting them to the most convenient look for you.

By choosing a template, you will receive a window called Design, where you can play with formats and controls. There, you can change everything starting with the font and color, finishing with pictures, inserting hyperlinks or, even, deleting an old template and creating your own instead. In order to save a cover page, go to Insert, then choose the tab Cover Page, which will drop out a window Save Selection.

On the whole, the question ‘ How to write an assignment cover page?’ shouldn’t be unclear or confusing anymore. In order to create a good one, you will need not more than 10 minutes, whereas the creation of a perfectly presenting cover may take a bit longer. In this case, just remember to:

With this, a few Word tricks and some tips from above you will do great!

