Formatting guide – general



* Include page breaks between the different sections of the investigation, e.g. introduction , page break, then Methodology.
* Contents page (advisable to show structure)
* Referencing – make sure that this is integrated throughout. You should refer to all documents / websites that you have used to help you with the investigation, e.g. sampling techniques in your methodology – you may insert a reference to a particular fieldwork guide / book.
* Bibliography (at the end and Harvard style – see guidance on Godalming Online under Study Support Skills)
* Proof read your work to make sure that it makes sense
* Candidate record form – update and format