

FINAL WRITING: INSTRUCTIONS

Your final writing will be a complete analysis of at least **ONE** piece of art (painting, sculpture, architecture, installation, performance, digital art, etc.)

The writing will be word-processed, 1,5 spaced, written in Times New Roman/Arial/FreeSans 12 pt. The text will be justified and the margins will be 2 cm on all sides.

ALL PAGES must be numbered (bottom-right corner, arabic numeration).

The titles of the sections must be written with the same font and size, in bold and preceded by an Arabic numeral, full-stop and hyphen (1.-). The sections must be numbered consecutively and the subsections will be numbered following this model:1.1; 1.1.1; 1.1.1.1; etc

A cover **CAN** be included, along with an index. Both need to be at the beginning of the document.

It is **COMPULSORY** to include a **bibliography**, where you need to add the works cited and consulted. Please follow the MLA guidelines for citation and Bibliographical information.

The writing **MUST** be handed in, **TWO WEEKS** prior to the exam; it will be uploaded to the relevant section in the **Campus Virtual** and it can either be a .doc document, an .odt or a .pdf.

Students are encouraged to send in **ONE DRAFT** before they send in the final version of the writing; it is recommended that this draft follows the guidelines given for the final writing. This draft can be uploaded to the relevant section of the Campus Virtual up to **THREE WEEKS** before the exam. After that time, no drafts will be accepted.