

## 1.24 Title pages

The title page should normally include the title, your name, date, the unit/subject, course and the name of the tutor/lecturer to whom it is being submitted. Requirements do vary though from course to course, so check your guidelines to see what is expected.

- Make sure you copy the title exactly as it has been given to you: don't paraphrase or summarise it in any way. Print the title in a bigger font (and maybe in bold) as it should stand out from the rest of the information.
- Ensure everything is spelt correctly! A mistake on the title page creates a very bad impression.
- It is generally best to avoid graphics and pictures (especially Microsoft clipart!); also avoid coloured and "fancy" fonts or effects. (An exception might be on some BIAD or possibly Built Environment courses). Your main aim should be clarity.

A couple of sample title pages follow.

### Example 1

<p style="text-align: center;"><b>The Permanent Search For Temporary Staff</b></p> <p style="text-align: center;">Inzamam UI-Haq</p> <p style="text-align: center;">Submitted to: Dr. Dean Headley Date: 15 February 2016</p> <p style="text-align: center;">B.A. (Hons) Business Administration Year 2 Birmingham City University Business School</p>
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## Example 2

Birmingham City University  
BA (Honours) Media and Communication  
Module 3 Assignment 2

**Examine the relationship between ownership of the  
mass media and control over the media's output**

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