Assignment

Style Guide

APA Sixth Edition Style to be used for all citations and references
Contents

ASSESSMENT ........................................................................................................................................... 1
  Submission of Assessments .................................................................................................................. 1
  Instructions for uploading assignments to Moodle ............................................................................. 1
  Assessment Task Extensions .................................................................................................................. 2
  Late Assessments ................................................................................................................................. 2
  Requirements for a Passing Grade ........................................................................................................ 2

ASSIGNMENT WRITING AND PRESENTATION ....................................................................................... 2
  1. Content ........................................................................................................................................... 2
  2. Format ............................................................................................................................................. 4
     Abbreviations, numbers and numerals ............................................................................................... 4
     Appendices ....................................................................................................................................... 5
     Title page ......................................................................................................................................... 5
     Capitalisation of words ...................................................................................................................... 5
     Order of sections ............................................................................................................................... 5
     Paragraphs ....................................................................................................................................... 6
     Photocopies ..................................................................................................................................... 6
     Quotes .............................................................................................................................................. 6
  3. Referencing .................................................................................................................................... 8
     Tables and figures ............................................................................................................................. 9
  References .......................................................................................................................................... 11

ASSESSMENT
All students must submit assessment tasks from time to time, and sit examinations if scheduled.

Specific details of the assessment schedule appear in the subject outline. Read these details as soon as possible to enable you to plan your study effectively. Essays are to be formatted according to this style guide unless directed otherwise by your lecturer.

Submission of Assessments
Assessments are to be uploaded on-line to Moodle. Any submissions after the due date will be subject to a penalty.

Instructions for uploading assignments to Moodle

Step 1: In your Moodle site, click on the blue link that matches the name of your assignment, next to the Upload assignment symbol 📝. If you are using Turnitin...
the symbol will be 📌

See the instructions under *Academic Integrity* on the Library homepage for submitting an assignment through Turnitin

**Step 2:** Click on the *Browse* button to locate and select the file on your computer

**Step 3:** Click on the *Upload file* button

**Step 4:** Click on the *Send for marking* button and then click *Yes*

**Assessment Task Extensions**

If circumstances prevent you from completing an assessment by the due date, you may apply for an extension *before* the due date. Extensions may be granted where substantial reasons are given that warrant an extension; however, extensions may be refused.

All requests for an extension should be submitted on the Extension Form (available on the Library homepage under *How to Reference*). Sympathetic consideration is given to any reasonable request but you may be asked to submit a medical certificate if ill health seriously delays your work. Job commitments and extracurricular activities (e.g. holidays, shopping, special events) are *not* accepted as grounds for granting an extension; you are expected to plan ahead for these activities.

If an extension is granted, the lecturer will sign your extension slip indicating the new due date. The lower section of this slip (completed with your signature) should be attached to the assessment task when it is handed in.

**Late Assessments**

Late assessments will attract a penalty of 10% of the marks for each college day late. Note that although seriously late assessments may receive a ‘zero’ mark, the student must still complete that work to a satisfactory standard.

**Requirements for a Passing Grade**

To receive a passing grade, you must attend 85% of all scheduled class meetings (including lectures and tutorials) or under exceptional circumstances write a letter to the Teaching and Learning Committee showing just cause for them to award a passing grade for attending less than the required 85% of the unit classes.

You must also complete *all* required assessment tasks. A student who achieves a mark over 50% but who has not submitted a required assessment will not be awarded a passing grade.

**ASSIGNMENT WRITING AND PRESENTATION**

There are three major areas to be considered when preparing an assignment at tertiary level. These are content, format and referencing.

1. **Content**

When writing a formal assignment it should not be written in point form but should follow a series of logical steps. Here are some tips for writing a top scoring essay:

*Answer the essay topic*

Make sure you understand the topic and identify the main points to be answered. In particular, note terms such as outline, describe, discuss, contrast, compare, analyse, what or why, and present the information accordingly.

*Select only reputable websites*

Ensure that material is from a reputable site. For example if you are researching diabetes, a Google search will bring up a wide range of sites. In the following two examples, both are titled *Diabetes Australia* but are quite different, with the first one being of unknown origins (no detail is given on the site and this should make you suspicious) but the second is
a professional association and is therefore more likely to have reliable information.

**Diabetes Australia**

The above site is NOT as reliable as the following example but both have the same title.

**Diabetes Australia**

**Be well informed**
Read widely. Look at both sides of an issue and avoid bias. Ensure that material is relevant to the topic. As a rough guide, a 2000 word assignment should contain a reference list of at least seven sources, using both books and current journal articles, if possible.

There are a number of options for locating information. This includes not only websites and PrimoSearch (the Library Catalogue), but also databases, which require you to use your student log-in and password. Remember that PrimoSearch also accesses material from most of the databases and will retrieve book titles as well as journal articles.

Organise ideas logically
Collect data from various sources and present the information in logical steps so that it is easy for the reader to follow your ideas. Link ideas together and show clearly how the information relates to the overall topic. Do not just take slabs from various references, place them in sequence, and then add a conclusion. Make frequent use of *transitional phrases* to help keep the reader informed of the direction you are taking.

**Comply with the word limit**
Make sure you meet the word limit, but do not exceed it. Usually a latitude of 10% either side is allowed. The total number of words is made up of the actual essay itself and does not include the title page, abstract, references used in the actual essay, reference list or appendix. Direct quotes are also excluded from this count.

**Structure the content**
The essay should have an introduction, a body and a conclusion:

**The introduction**
The introduction forms the first paragraph and it should clarify the topic of the essay, define major terms and outline what will be presented in the essay. It should be written in such a way that it encourages the reader to read on.
**The body**
This is where the topic statement or question is actually answered. The main points of the topic should be presented in logical order and each point elaborated on separately. Factors such as relevance, word constraints and the purpose of the essay need to be considered.

**The conclusion**
The conclusion of the essay constitutes the final paragraph and should bring together, in summary, the major points presented in the body of the essay. The purpose is to sum up and reflect on the information found in relation to the topic. No new ideas should be presented in the conclusion. Avoid concluding with a quote.

**Formal Language**
Tertiary assignments should be presented as professional papers; Please take particular care with the use of formal language, punctuation, sentence structure, spelling and tense.

Use formal language and terms in essays, avoiding jargon, clichés and slang. When identifying people in the text of the essay do not refer to them by first name only. Surnames may be used on their own; first names may be used with surnames, if desired. As a rule, write essays in the third person, avoiding the use of first and second person pronouns such as ‘I’, ‘we’, ‘us’, ‘our’, etc., unless the topic asks you to share your own experience. Use gender neutral language as appropriate.

**Punctuation**
Ensure that all punctuation is correct. Special care needs to be taken with the use of apostrophes, especially in relation to their use to depict ownership. Remember to place the apostrophe after the actual owner/s. For example, the pupil’s classroom versus the pupils’ classroom. Be aware also of the use of an apostrophe in the word it’s. It’s refers to “it is”, whereas, its refers to “the possessive case singular of it”, for example ‘Hold the book by its spine.’ Take care to also differentiate between your (belonging to you) and you’re (you are). Do not use contractions such as can’t, haven’t etc.

**Sentence Structure**
As a general rule, material in tertiary essays should be presented in complete sentences. Ensure that correct grammar is used, and check that each sentence contains a subject and a verb and is constructed as a complete sentence.

**Spelling**
There should be no spelling errors. Use a dictionary or spell check to ensure that spelling is correct. Be consistent - do not mix American and Anglicised forms eg color and colour.

**Tense**
Avoid changes of tense within an assignment, and certainly within the one paragraph. Write in the tense appropriate to the topic e.g. an essay on an historical topic should be written in the past tense, but one describing the status quo would be in present tense.

2. **Format**
An assignment should be submitted in a form that makes it a pleasure to read and grade. Untidy presentation and inconsistency in format is not acceptable and can result in a reduced grade. Follow these guidelines when preparing the final draft for submission.

**Abbreviations, numbers and numerals**
Abbreviations may be used but only after they have initially been identified in full when first used. For example: ...the blood pressure (BP). His BP was subsequently...

Spell out rounded numbers less than 10 and any numbers used to begin a sentence; otherwise numerals are used.
**Appendices**

Material which is deemed necessary to support information in the text of the assignment but which is not considered appropriate for inclusion in the actual essay may be included as an appendix. Generally such items as letters, tables, graphs, questionnaires etc. would be placed in the appendix. Appendices are placed at the back of the assignment, after the reference list. Each appendix must be referred to in the actual text of the essay.

**Title page**

A title page is to be placed at the front of the assignment and must include the required signed statement regarding plagiarism and ownership of work.

Use the title page template from the Library website under *How to Reference*

Attach a title page even if you are submitting an assignment through Turnitin.

To insert a title page into your assignment, place your cursor at the beginning of your assignment, then go to *Insert* and select *

*Object - Text from File.*

You will have already completed and saved your title page somewhere on your computer - select it now from your files.

Make sure it does not have a page number on it. You will probably need to insert a page break to prevent the title page starting with Page 1. The first page of your assignment will start with Page 1.

Some lecturers ask for the assignment rubrics to be attached, or they may ask for an abstract.

See the sample essay under *How to Reference* on the library homepage for an example of a completed essay.

**Capitalisation of words**

Any proper nouns such as names of medications, organisations, etc. should begin with a capital letter when referred to in the assignment.

**Line spacing, margins and numbering pages**

Typed assignments must be double-spaced, including references. Handwriting is not acceptable. Print on one side of the paper only. The Font should be Trebuchet MS (if you do not have Trebuchet MS then Arial) and Size 11 or a font and size specified by your lecturer. Different sizes, 8-14, may be used in figures.

A margin of approximately 2.54 centimetres all round, on the left and right edges of the page, as well as the top and bottom, is essential. Pages of an essay must be numbered with the number shown at the top right of the paper. The title page is not numbered.

**Note:** See p. 10 for instructions on the settings to use in Word.

**Order of sections**

The various sections of an assignment are to be bound together in the following order:

- Title Page
- Rubric (if required)
- Abstract (if required)
- The actual essay
Paragraphs
Indent the first line of each paragraph. A paragraph is a group of sentences that develops one main point or idea. Generally, the idea is introduced in the key sentence and the successive sentences explain or illustrate the point that the paragraph is making. (See settings on p. 10)

Ensure that there is continuity between paragraphs with one paragraph flowing logically on from the previous one. Do not have paragraphs which consist of only one or two sentences. A paragraph should be approximately 100 words in length, although a range of about 50 to 150 words is acceptable.

Photocopies
As a general rule, do not include photocopied material in an assignment. If it is necessary to include such material, ensure that it is referenced correctly. It is usually appropriate to include photocopied material as an appendix rather than part of the actual essay.

Quotes
All quoted material must be identified as being quoted. Direct quotation occurs when you use “word for word material directly quoted from another author’s work” (APA, 2010, p. 173). There are two methods of doing this depending on the length of the quote.

Where a quote is shorter than 40 words in length it is to be included in the text of the essay and identified by double quotation marks at the beginning and end of the actual quoted material. The source of the quote must also be given within the sentence or at its conclusion. Please note the placement of the full stop at the end of the sentence. For example:

It is stated that “falls are frequently reported adverse events in the adult inpatient setting” (Perry, Potter, & Elkin, 2012, p. 37).

Alternatively, the author’s name can be used as part of the actual sentence. For example:
Perry et al. (2012, p. 37) state that “falls are frequently reported adverse events in the adult inpatient setting”.

(Note the use of et al as the authors have previously been cited above)

Or, if you paraphrase what the author has said it would appear as:
Falls are particularly dangerous in the elderly and Perry et al. (2012, p. 37) note that they can become deeply traumatic experiences.

Quotes which are 40 words or longer in length are to be indented. Quotation marks are not used and the quote is double spaced. For example:

It is emphasised that:
Assessment of respiratory function is one of the most critical assessment skills because alterations can be life threatening. Routine assessment is essential; changes in respirations or breath sounds can occur quickly as a result of a variety of factors, including immobility, infection and fluid overload. (Perry, et al., 2012, p.
Note the placement of the full stop in a block quotation. Compare this to the placement of the full stop in a short quotation at the end of the sentence (see p. 6).

Quotes should not be used in excess. They should be reserved for such items as definitions, brief extracts that cannot be expressed adequately in another way, or for special emphasis. As a general guide, quotes should constitute less than 10% of an essay.

When quoting, copy the original wording exactly and use the same spelling and punctuation as is used in the original. If there is an error in the original this can be identified in the quote by placing [sic] after the error. When including a quote in the text of an essay, make sure that the sentence is grammatically correct. If it is necessary to include an extra word or phrase in a quote to ensure correct sentence structure, place the word or phrase in square brackets.

If you omit part of the original work within a quote then indicate this with three spaced periods (. . .) with another full stop added (. . .) if this is at the end of a sentence or between two sentences.

Paraphrasing

Be especially careful with paraphrasing, or putting ideas in your own words. Just changing one or two words in a sentence is not paraphrasing.

Reading this sentence, “The man puffed as he ran up the hill” and changing it to “The man panted as he ran up the steep hill” is not good enough. You would need to change it substantially to something like “The hill posed a tough challenge to the exhausted man.”

When you paraphrase you will retain the meaning but change the entire structure of the sentence or paragraph. You must still include reference details.

Plagiarism

Please familiarise yourself with the Avondale College policy on plagiarism (see www.avondale.edu.au under Information/policies/academic integrity or view the online tutorial at Library>Info Skills>Online Tutorials>Avoid Plagiarism).

The APA guide for referencing (APA, 2010) clearly indicates that you cannot present another’s ideas as your own. It must be noted that “Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source” (APA, 2010, p. 172). This infers that the reader should never be confused or in doubt as to where the information or ideas have been sourced. It is best to reference more often than not.

Use Turnitin to check your work for inadvertant plagiarism. Allow plenty of time before your assignment is due to submit, check and then resubmit if necessary.

If you fail to adequately reference in an academic paper, you may be required to re-submit the paper. Please be aware that academic penalties may apply for a resubmission and increase in severity as you progress through your degree.

Hint: There is no point in quoting from standard textbooks!
Where instances of plagiarism are established, penalties as outlined in the Avondale Handbook will be applied.

3. Referencing

Material quoted from another author’s work needs to be acknowledged in the body of the assignment and in the reference list.

Referencing correctly is important for a number of reasons:

- It shows you have read widely and provides credibility to your paper
- It shows you understand the issues involved
- It provides the information necessary for someone to locate the sources
- It avoids plagiarism

Reference list format:

1. Begin the first line at the left margin and indent subsequent lines by 1.27 cm. All references should be double spaced - between references as well as within references if it runs into two or more lines
2. The author’s surname appears first; use only initials for other names e.g. Smith, C.
3. If there is no author, begin with the title.
4. Specify the complete title, including subtitles e.g. Early history: A complete timeline

APA does not allow many abbreviations in its reference lists, but the following are allowed:

<table>
<thead>
<tr>
<th>Type</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter</td>
<td>chap.</td>
</tr>
<tr>
<td>Edition</td>
<td>ed.</td>
</tr>
<tr>
<td>Revised edition</td>
<td>Rev. ed.</td>
</tr>
<tr>
<td>Editor</td>
<td>Ed.</td>
</tr>
<tr>
<td>Second edition etc</td>
<td>2nd ed.</td>
</tr>
<tr>
<td>Translated by</td>
<td>Trans.</td>
</tr>
<tr>
<td>Supplement</td>
<td>Suppl.</td>
</tr>
<tr>
<td>Part</td>
<td>Pt.</td>
</tr>
<tr>
<td>Number</td>
<td>No.</td>
</tr>
<tr>
<td>No date</td>
<td>n.d.</td>
</tr>
<tr>
<td>Page</td>
<td>p.</td>
</tr>
<tr>
<td>Pages</td>
<td>pp.</td>
</tr>
<tr>
<td>Volume</td>
<td>Vol. (e.g., 2-5)</td>
</tr>
<tr>
<td>Volumes</td>
<td>vols. (e.g., 3 vols.)</td>
</tr>
</tbody>
</table>

EndNote and Zotero are programs to assist you with your referencing, or you may prefer to use www.citefast.com

The following pages briefly explain the APA style of referencing. A more complete guide can be found on the Library Website under How to Reference where you will find many more useful examples.
**Tables and figures**
These must be referred to in the text of your essay. Do not refer to the ‘table below’ or the ‘figure above’ or specify a page number as these often change with the final printing.

**Tables**

Refer to tables by their number: e.g. As shown in Table 4, the results were conflicting…

*Table number:* e.g. Table 1, Table 2 is determined by the order in which that table is referred to in your essay. Do not bold or italicize the table number.

*Title:* Leave a line then write the title directly below the table number; capitalise each word; italicize without a full stop.

**Table 1**

*Height (in cm) of Three Children at Ages 0-3 Years*

<table>
<thead>
<tr>
<th>Child’s name</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charlotte</td>
<td>40</td>
<td>60</td>
<td>82</td>
<td>91</td>
</tr>
<tr>
<td>Jackson</td>
<td>61</td>
<td>82</td>
<td>96</td>
<td>106</td>
</tr>
<tr>
<td>Alannah</td>
<td>54</td>
<td>73</td>
<td>86</td>
<td>99</td>
</tr>
</tbody>
</table>

**Figures**

Examples: Graphs, charts, maps, drawings or photographs.

Refer to Figures by their number: e.g. As shown in Figure 4, the temperature rose quickly …

*Figure number:* e.g. Figure 1, Figure 2 is determined by the order referred to in your essay. Place this BELOW the figure.

*Title:* The figure should not have a title.

*Figure 1. Height (in cm) of three children at ages 0-3 years*
Use these paragraph settings to format your Assignment and References correctly.

1. Assignment settings

2. References settings

Extra rules:

1. Do not right justify your essay or hyphenate words at the ends of lines e.g., hamm-ering

2. If you are quoting something within a quote, use single quotation marks e.g., “Some observers refer to a ‘risk epidemic’ in the medical literature.”

3. References must begin on a new page. Centre (do not bold or underline) the title at the top of page.

4. All sources cited must appear both in-text (in your assignment) and on the reference page.

5. Titles of books, journals, magazines and newspapers should be in italics.

6. If there is more than one item by the same author, order them by date, from oldest to most recent e.g. in this order 2003, 2010, 2014.

7. When an author appears as both a sole author, and as the first author of a group of authors, list the single author entry first in your reference list.

8. If the same author has written several items in the one year, identify each item with a letter in both reference list and citations. Example: (Smith, 2012a) (Smith, 2012b).

9. If there is no author, alphabetize by title. Shorten the title for in-text citations.

10. If the author is an organization with a long name, quote the name and acronym in the first citation, and then just the acronym. Example: (Sydney Adventist Hospital [SAH], 2003) and then just (SAH, 2003).
References

