



# ASSIGNMENT STYLE GUIDE

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## **INTRODUCTION**

The following guidelines are given to you so that you will be able to present your assignments in the required manner. Failure to observe recognized academic practices in presentation may affect your grades.

### **1. PAPER SIZE AND LAYOUT**

You should use paper of at least A4 size (ie. 29.7cms x 21cms), with a margin of about 3 cm's width on both sides of your work. Write on only ONE side of the paper. Double space your lines.

Please have your paper typed if possible

### **2. REQUIRED READING**

You are expected to read the relevant sections of the set texts as directed by the lecturer. Additional reading is necessary in preparing your assignments

Note that it is not usual to include the Bible in your bibliography, unless you have made particular use of study notes etc. It is assumed that you will be drawing on the Word of God in preparing your papers.

### **3. WRITTEN WORK**

In all essays, remember the following -

- a. Read the question carefully and make sure you understand it
- b. Be sure to answer the question you are being asked
- c. Make notes and prepare an outline before you start writing the essay
- d. Be careful to substantiate the points you make with adequate evidence from the Bible or from your wider reading and research
- e. Re-read your paper carefully before handing it in and correct typing errors etc.
- f. If you experience difficulty in written expression, it is advisable to have a competent person help you with proof-reading and editing.

### **4. PRESENTATION**

Use the assignment cover sheet as provided. If you do not have an assignment cover sheet, please ensure that the following information is on the cover of your essay:

- a. your full name
- b. your subject
- c. the lecturer's name
- d. the exact topic (i.e. the title of the essay as given in the worksheet) and the number of

the question (e.g. 2.2). If the topic is lengthy, you can use an abbreviated form as long as the full topic is given in your essay.

- e. your course
- f. the number of words required
- g. the number of words you have written
- h. if reading is required, a signed statement to the effect that you have done it (e.g. 'Required reading done'- [signed] J. Zumsteins). It is sufficient to put this on only one assignment for each subject, but it doesn't matter if you do it every time.
- i. the due date
- j. the date you handed in the assignment

### **5. NUMBER OF WORDS**

When you are given a set number of words, you will be automatically penalised if you write more than ten percent more or less than you are asked to write (i.e. 100 words for an essay of 1000 words; 200 for an essay of 2000 etc). Where you are given a range of words (e.g. 1000-1500) you are expected to stay within the limits.

Note that a few quotations may normally be included in the number of words. But they should not usually occupy more than about ten per cent of your total number. If you have lengthy sources to which you refer, put these as appendices at the end of your essay. An appendix is not included in your word count.

Footnotes are included in the word count, so only use when necessary.

### **6. PLAGIARISM**

Plagiarism is using other people's work without credit - or, in biblical terms, stealing! Naturally, there are many areas of common knowledge you don't need to reference. But where you are drawing on someone else's research or ideas or borrowing their wording, you must acknowledge this. If you are un-sure, it's better to give the acknowledgment. If you are guilty of plagiarism, you can expect your lecturer to warn you about this. Repeated examples of plagiarism could result in an automatic fail.

### **7. DUE DATES**

Requests for extensions must be submitted to the registrar on the appropriate form. Extensions will only be granted for genuine compassionate reasons beyond your control. Pressure of work, computer problems, or bad organisation will not be accepted as sufficient reason.

## 8. QUOTATIONS

Short quotations can be included in the body of the text, indicated by the use of quotation marks. Longer quotations of four lines or more should be indented as a separate paragraph. In this case, no quotation marks are needed.

## 9. GREEK, HEBREW WORDS, etc

Greek, Hebrew words, etc., should be set in italics when in an essay in a transliterated form (e.g. *ekklesia*). Do NOT put them in quotation marks. No italics are needed if you use a Greek or Hebrew font.

## 10. REFERENCES

It is wise to include effective quotations in every essay. But be careful to acknowledge them. How you give references for quotations from your reading is very important. When you use footnotes, you must follow a consistent and correct format – a mixture of formats is not acceptable.

**Your lecturer will prescribe the referencing system for each subject.** This will be either the APA (A-D) System (compulsory for all Counselling subjects) or the CTC version of the NB system. Both of these can be found on the **library website**: click on Quick Reference, then Citation and Style Guides, then choose **either APA Referencing System (Flinders) or CTC Style Sheet.**

## 11. SCRIPTURE REFERENCES

When appropriate, give the biblical authority for every major point you make. You do not need to quote every passage in full, but you should give the reference(s) wherever possible. If you do quote or refer to a specific passage, you must give the Scripture reference.

- Format:** The accepted practice is to write Scripture references like this: John 3:16. Please do it this way.
- When a reference is grammatically part of a sentence:** If a Scripture reference is part of a sentence, simply put it in the normal position, like this: 'The great truth of John 3:16 is that salvation is God's free gift.'
- When a reference is added for identification:** If you quote a reference to identify a passage you have quoted, the reference should be given in brackets after the quotation, like this: 'For God so loved the world that He gave His one and only Son' (John 3:16).
- At the beginning of a sentence:** If you want to put your reference at the beginning of a sentence, don't just drop it in there. Introduce it with an explanatory phrase

like, 'In Romans 6:4, Paul declares ...' or, 'James 4:8 reminds us, ...' Don't just give the reference and then the words. Don't write, 'In Romans 3:23 it says ...' Simply write, 'Romans 3:23 says ...'

## 12. BIBLIOGRAPHY

A list of all books used (not necessarily read in full) should be included on a new page at the end of every essay. Even in a report, your opinions will have been partly shaped by your reading, so a bibliography should be included. It is not necessary to have quoted from these books. A bibliography is a list of books which have influenced your research or thinking for the essay. Note that books should be in alphabetical order of authors

Use the setting out prescribed by the referencing system you have been prescribed for that subject.

Special note for Counselling Students: For all papers presented in specific counselling subjects only, you need to divide your bibliography into two sections as follows:

### **References**

All articles, books, quotations and theories directly referred to in the body of your paper should be listed at the end of the paper (before the appendices) under the heading "References".

### **Bibliography**

All other background reading you have done should be grouped together under the heading "Bibliography".

## 13. APPENDICES

Appendices may be used *if permitted by the lecturer concerned*, as long as they are in order, and labelled or marked clearly.

## 14. NON-DISCRIMINATORY LANGUAGE

Avoid language that discriminates on the basis of gender, age, race, marital status, ethnicity, linguistic or religious background. 'Ms.' parallels 'Mr.' and should be used when a woman's preferred title is not known. Use he/she when the persons referred to include both sexes – or better still, rephrase the sentence: Avoid patronizing and demeaning expressions, so that both sexes are treated with the same respect.

## 15. FURTHER INSTRUCTIONS

For further hints on essay writing see Study Techniques notes or one of the many excellent texts on this subject in the libraries and bookshops.