



# **TABOR COLLEGE NSW - ASSESSMENT STYLE GUIDE**

**INTRODUCTION** The following guidelines are given to you so that you will be able to present your assessments 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. 29.7cm x 21cm), with a margin of about 3 cm width on both sides of your work. Write on only ONE side of the paper. Double space your lines. Please have your paper typed.

## **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 assessment.

Note that it is not usual to include the Bible in your reference material, 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. COVERSHEET**

Use the current assessment cover sheet as provided. Ensure that you fill in all the relevant details on the coversheet failing which the assessment may be returned for resubmission.

## **5. NUMBER OF WORDS**

When you are given a set number of words, you will be automatically penalised if you write more than or less than ten percent. 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. They should not usually occupy more than about ten per cent of your total number. If you have lengthy sources, put these as appendices at the end of your essay. An appendix is not included in your word count.

## **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. 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.

## **8. GREEK, HEBREW WORDS, etc**

Greek, Hebrew words, etc., should be set in italics (e.g. *ekklesia*) when in an essay in a transliterated



form. Do NOT put them in quotation marks. No italics are needed if you use a Greek or Hebrew font.

## 9. 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.

- a. Format: The accepted practice is to write Scripture references like this: John 3:16.
- b. 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.'
- c. 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).
- d. At the beginning of a sentence: If you want to put your reference at the beginning of a sentence, introduce it with an explanatory phrase like, 'In Romans 6:4, Paul declares ...' or, 'James 4:8 reminds us, ...' Don't give the reference and then the words. Don't write, 'In Romans 3:23 it says ...' Simply write, 'Romans 3:23 says ...'

## 10. REFERENCING YOUR MATERIAL

Your reference material should include atleast 4 items for each thousand words including atleast 1 journal article per thousand words. As per the APA Style Guide, referencing your material should be as per the following format:

- a. 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".
- b. Bibliography: All other background reading or research you have done (not necessarily read in full, but any material that has helped develop your ideas) should be grouped together under the heading "Bibliography".

## 11. APPENDICES

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

## 12. 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 patronising and demeaning expressions, so that both sexes are treated with the same respect

## 13. ASSESSMENT SUBMISSION INSTRUCTIONS

- a. All assessments must be submitted with the coversheet as a pdf (Portable Document Format).
- b. Email the assessment to the email address – [assessment@tabornsw.edu.au](mailto:assessment@tabornsw.edu.au).
- c. The assessment should be submitted by 11:50 pm on the due date.
- d. On the email subject line include: your name, subject name, assessment task no & due date.

## 14. ASSESSMENT EXTENSION

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.

## 15. FURTHER INSTRUCTIONS

For further hints on essay writing read one of the many excellent texts on this subject in the libraries and bookshops.