

Guide to Presentation of Assignments

The following information is a guide to presenting your academic papers for assessment. Ensure that your document can be uploaded into MyLO and opened by academics. You do this by checking the Turnitin requirements in MyLO. Document formats that are acceptable for uploading in Turnitin are: Microsoft Word™ (.doc and .docx) and Portable Document Format (.pdf). The file size may not exceed 20MB. Files of larger size may be reduced by removal of non-text content (for example, images in PowerPoint slides). Turnitin cannot analyse images. Please refer to the following link <https://www.utas.edu.au/turnitin>

Prior to uploading, pay attention to the similarity report in Turnitin, and ensure the score is as low as possible by using appropriate paraphrasing.

Please note, do not paste the assessment task document into the assignment folder.

Helpful tips

- Place your name and student identification number in the header or footer. Including page numbers is helpful to the marker.
- Identify required word lengths in the unit outline. We will allow 10% either side of the word count to be submitted. Any unduly long papers **will not be graded beyond the word limit**. – please refer to the School Assessment Guidelines.
- Quotations, journal extracts, citation of sources, appendices and the reference list are **not part of the word count**. Please note this **differs from the APA 7th publishing guidelines, as the wordcount relates to assessment task rather than publishing requirements**.
- When writing numbers, write the numbers 'zero' through to 'nine' in words. For numbers '10' and over use numerals. Any number placed at the beginning of a sentence is written as text. This convention does not apply to tables or figures, where numeric symbols and numbers are always used.
- The font used in a paper should be easily read. Fonts such as Calibri; Verdana; Arial or Times New Roman are suitable. Use font size 12 at a minimum. Headings may be used depending on the nature of the document and can be in a larger font size, the same font should be used throughout the document. Headings are not used in essays, as these require continuous prose, but may be used in reports.
- Double line spacing is required. There should be a double return between paragraphs (a blank line). Please be aware that a single sentence is not a paragraph, avoid starting sentences within a paragraph on a new line.

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- Align the text to the left, do not use full justification which adjusts the spacing between the words to make all the lines the same length, the right end of the lines will appear ragged.
- Keep your margins set as the default used by Word TM for the marker to provide feedback.
- Indent the first line of every paragraph, for consistency use the tab key.
- Before you can use an abbreviation in an essay you should first give the term in full and then enclose in brackets the abbreviation you intend to use. e.g. Nursing and Midwifery Board of Australia (NMBA).
- Contractions such as "shouldn't" or "can't" are informal and should not be used in academic writing.
- Academic writing at UTAS should meet Australian spelling rules. US (North American) spelling should be avoided.
- Only use initial capital letters for names of people or places, the first word in a sentence, and titles.
- Avoid patch paraphrasing, refer to the Turnitin and academic writing module in MyLO.
- Pictures or diagrams should not be included in essays, as these should be continuous prose, unless you are invited to do so in the description of the assessment task.
- Check your Unit Outline for descriptions of how to write other pieces of work, such as reports, practice profiles, discussion posts as examples.
- The assessment instructions and marking criteria provide guidance for the structure of your writing and the information required in each section. You could improve your writing by following the instructions more closely and ensuring that your work fulfils the marking criteria or rubric.
- Marks can only be allocated as per the marking rubric. The weighting of criteria should assist in determining the approximate wordcount required to respond to each element of the task.
- Practice self-editing. Content is not specifically relevant to responding to the assessment task should not be included. Proofread work prior to submission to correct grammar, spelling, and inadvertent typos.

PLEASE NOTE - APA 7 is the required referencing style.

The following formatting advice has been sourced directly from the APA 7 style manual.

- **Use quotes sparingly and only when necessary.** Paraphrasing better demonstrates your understanding of the concept being discussed. Short in-text quotes require quotation marks, not dialogue (talking) marks. For quotations of fewer than 40 words, add quotation marks around the words and incorporate the quote into your

own text—there is no additional formatting needed. Do not insert an ellipsis at the beginning and/or end of a quotation unless the original source includes an ellipsis. Citations related to quotes must include the page number.

- Format quotations of 40 words or more as block quotations: Do not use quotation marks to enclose a block quotation. Start a block quotation on a new line and indent the whole block 1.5cm from the left margin. Double-space the entire block quotation. Do not add extra space before or after it. Either (a) cite the source in parentheses after the quotation's final punctuation or (b) cite the author and year in the narrative before the quotation and place only the page number in parentheses after the quotation's final punctuation. Do not add a period after the closing parenthesis in either case. For example

Block quotation with parenthetical citation:

Researchers have studied how people talk to themselves:

Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

Block quotation with narrative citation:

Flores et al. (2018) described how they addressed potential researcher bias when working with an intersectional community of transgender people of color:

Everyone on the research team belonged to a stigmatized group but also held privileged identities. Throughout the research process, we attended to the ways in which our privileged and oppressed identities may have influenced the research process, findings, and presentation of results. (p. 311)

- Citations and reference lists should be formatted as per the APA 7 system as specified in the UTAS library guide for referencing.
- The use of references is essential for academic integrity. **Start your reference list on a new page**, place the list of authors alphabetically and do not number your reference list. Use ragged right (left aligned), double line spacing for the reference list.
- **Apply a hanging indent for all references**: The first line is flush left, and all subsequent lines are indented 1.5 cm.
- Do not include both a DOI and a URL in a reference entry. If a work has both a DOI and a URL, include only the DOI.