

# Presentation and Sources for Assignments

## General Physical Presentation

- Word processing or typing is preferable, and in some Departments, required. Use double spacing for word processed assignments. Hand-written assignments must be in ink on lined paper unless otherwise specified. Handwriting must be legible.
- Use only one side of the paper (unless otherwise specified). Use A4 paper where possible.
- If your work is to be copied for class use, use black ink or word processing (do not use blue ink).
- Leave a margin of at least 2 centimetres on the left hand side of the paper for binding and at least 3 centimetres margin on the right hand side for lecturer's comments. Number the pages.
- Place a title page (or use the Assignment Cover Sheet provided by your School/Department) at the front of the assignment. This should contain:
  - your name in block letters (surname underlined)
  - your student number
  - the subject name/year
  - the title of the assignment
  - the name of the lecturer
  - the name of the tutor (and tutorial group, if appropriate)
  - the date submitted.
- If you have been advised or assisted in your work, list this assistance under the heading 'Acknowledgments'.
- Give a synopsis/abstract of the assignment on the next page, if appropriate. (*See the Essays and Reports sections for guidelines*).
- Provide a contents page, if appropriate.
- At the end of the assignment, following any appendices, include a list of the references that you have consulted. (*Refer to the relevant chapter for the appropriate referencing system*).
- The completed assignment should be presented flat and properly fastened with your name, subject, tutorial group and assignment number in block letters clearly visible.
- Do not submit sheets in plastic display packs/envelopes.
- Submission of work via electronic media. If electronic submission of an assignment is required or an option, the onus is on students to check assignment sheets and/or with the lecturer(s) concerned for the specific requirements.

## Sources for Assignments

Many assignments require a bibliography or reference list. The purposes of this are to demonstrate that you have identified and used a reasonable range of sources, and to allow your readers to follow up on any detail that may interest them.

Your first step in gathering relevant information for your assignment is to select material from the range of sources available. This could include information from books, journal articles, research studies, reviews, newspapers, interviews, case studies, statistics and electronic resources available from the internet.

The most reliable sources have been through a reviewing process (e.g. most journals of a national/professional association). They are assessed by experts, and corrected before they are published. However, they may be out of date, as this process takes a long time. The least reliable sources are un-refereed World Wide Web sites (i.e. many Web sites!), and self-published materials. These have no controls, and may contain gross errors, despite a professional appearance.

A reasonable range should cover the mainstream reliable sources (refereed journals, textbooks), and may also contain a balance of less reliable sources: for instance, for an essay on 'Pornography on the Internet,' you could expect that most newspaper sources would sensationalise the problem, and that most World Wide Web sources would play it down. Both may be included, as long as you are aware of the implications.

The best sources are also those that the reader can easily verify, so, for instance, a quote with a page number may be easier to check than a quote from an electronic source. Another caution with electronic sources is to be careful to keep their text separate from your own, to avoid plagiarism.

Do not draw more from abstracts than is reasonable: it would be quite reasonable to say, on the basis of abstracts, that most research in an area of education had concentrated on primary schools; it would not be reasonable to attempt to summarise a particular report on the basis of its abstract.

## Endnote

### What is EndNote?

EndNote is a software program that stores and manages references to resources in a bibliographic format, assists in citing individual references, and can create bibliographies.

There are other bibliographic programs such as ProCite, Bibloscape, Reference Manager and RefWorks, which achieve similar ends. EndNote is the program supported by La Trobe University through licensing arrangements and training programs.

### What can EndNote do?

EndNote is able to:

- collect data on resources in a range of ways, by
  - entering details of a individual item into a template
  - importing details of single or groups of items from catalogues, databases and indexes

- searching those catalogues, databases and indexes to locate items
- manage the library of references, by
  - sorting and storing the references
  - allowing editing to include additional information such as keywords, URLs, abstracts, full-text, that are not required specifically for a citation
  - displaying the references in different bibliographic styles  
Over 1000 styles are currently available, including all the styles required at La Trobe University – APA, Harvard, Numbering etc.
- insert selected citations into documents:
  - individually or in groups
  - generate bibliographies of cited references, or as general lists
  - change the bibliographic style for all the references and bibliography of the document

### How can I use EndNote?

A copy of the EndNote program must be loaded on the computer you use, though libraries of references may be transferred from one computer to another by disk, network or email. Campus computers are able to have it loaded as part of the University's licence (check with the system manager of the relevant section).

Staff and post-graduate/research students may purchase a copy of the program through Desktop Systems Support Group (staff) or Information Technology Services (students).

The Heyward Library offers **training sessions** in using EndNote, at an Introductory and an Advanced level. Details are available from the Training pages on the Heyward Library's web site at <http://library.bendigo.latrobe.edu.au/>

### Do I need any specific resources?

The Harvard style described in this Manual has been adapted specifically for La Trobe University's Bendigo campus and varies from the Harvard style used elsewhere. A small file that can be added to an EndNote program to provide the details of the **Harvard-Bendigo La Trobe** style may be downloaded from the Library's EndNote support page at <http://www.lib.latrobe.edu.au/reference/kv-endnote.html>

Other output styles, and filters to collect references from different resources, are also available at that site.

## Citations

When describing or citing in your assignment the way the author argues a point, use the most accurate form to describe this. For example, an author can argue objectively, unconvincingly, well or poorly.

## Quotations

Quotations should be used sparingly, selected carefully, used in context, integrated into your text and reproduced exactly (including the words, spelling, punctuation, capitalisation and paragraphing). The word '**sic**' (meaning 'so' or 'thus') can be inserted in square brackets after a spelling mistake or other errors such as sexist language to indicate that it is the original mistake of the author (eg. 'This was a commonly [sic] held view'). An **ellipsis (...)** can be used to show that a word(s) has been omitted from the text (eg. 'To be or not ... that is the question')

Use of quotations is justified if:

- misinterpretation would result from a change to the words
- a major argument to be recorded as evidence
- it is important to comment on, refute or analyse the ideas expressed
- you need to make use of a particularly elegant or forceful phrase.

See examples of how quotations are presented within the four referencing systems.

### Short quotations

Short quotations (shorter than 30 words or two lines) should be incorporated into your sentence 'without disrupting the flow of your paragraph' (Winckel 1995: 7). Use single quotation marks, and put the full stop outside the reference.

### Long quotations

Long quotations (more than 30 words or two lines) should be introduced in your own words, begin on a new line and be fully indented from the left margin to distinguish it from your own text.

## Paraphrasing

Paraphrasing (putting ideas in your own words) helps maintain the flow of your writing and is a deliberate use of a specific idea from someone else that you rephrase rather than quote. Excessive quoting (using exact words) can lead to a poorly written assignment.

Paraphrasing a text enables you to integrate information more effectively through assessing, comparing, contrasting and evaluating it to show understanding of the topic you are writing about. Paraphrasing involves taking the writing or ideas of another person and expressing it in your own words. Paraphrasing always requires referencing both in the text and the reference list.

## Word Limits

When you are estimating the number of words you should have written for an assignment, **DO NOT** count direct quotations or 'in-text' referencing. Words you write as indirect quotations (paraphrased material) **should** be counted.

## Including Specialised Material in Assignments

### Appendices

If you use an appendix, it must follow immediately after the final chapter. An appendix is appropriate if it contains material crucial enough to be included in the assignment but too detailed or extraneous to form part of the body of work.

Examples of suitable material are:

- copies of letters and questionnaires
- texts of court decisions
- government regulations
- company policy statements
- derivations of statistical or mathematical formulae
- samples of forms
- general detailed explanations, background or figures which expand on a point made in the body of the work.

DO NOT INCLUDE appendices unless they are referred to in the text (eg. 'See Appendix A').

There can be more than one appendix. In that case, identify each by a capital letter 'Appendix A', 'Appendix B', and so on). Begin each appendix on a new page and list it by letter and title in your table of contents (Berenson and Colton 1971: 164-165).

### Illustrative Materials (i.e. anything other than text)

In major work provide a list of figures on the page following the table of contents.

Illustrative material should be numbered for your script, but if copied from some other source should acknowledge the figure/table number as well as the page of that source.

### Maps and Charts

These provide locational information. Ensure that you acknowledge their source. Include an appropriate key and scale. Give each map or chart a title, and a number which is consecutive throughout the assignment ('Map 1', 'Map 2', 'Chart 1', 'Chart 2', and so on).

### Photographs, Diagrams and Illustrations.

These illustrate your text or explain your argument. As above, acknowledge these in your list of figures. Refer to them in your text. Give each a title and a number which is consecutive through the assignment.

## Tables

A table is often the ideal way to present numerical information, for its systematic arrangement in columns and rows permits immediate reference, comparison and analysis.

A good table needs no supplementary explanation. However, all tables which you include must be referred to in your text. If the information is important enough to include, it will have some function in your argument. The logical place to put a table is as close as possible to the first reference to it. Never split a table over two pages unless it is more than a page in length. If the table will not fit directly after the paragraph that address it, place it on the next page (Berenson and Colton 1971: 92-94).

Give each table a title, and a number which is consecutive throughout the assignment ('Table 1', 'Table 2', and so on).

## Other Media (including Audiovisuals)

Audio tapes, video tapes, overhead transparencies, art and ceramic presentations are examples of different media. Relevant Departments will advise you about standards and forms of presentation. Sources of these media must also be acknowledged. Include these in your list of figures.