

## SUBMISSION OF WRITTEN ASSIGNMENTS

- Where do I submit?  
Assignments for Physiotherapy units must be submitted to the Reception Office of the Division of Allied Health, Level 2, Health Sciences 2 Building during business hours, 9:00am to 5:00pm, Monday to Friday. You should retain a copy of all assignments submitted except where this is not practicable (e.g. clinical presentations, posters).
- Can I mail the assignment?  
Assignments may be mailed to the DAH provided a signed submission slip is included and the envelope is postmarked no later than the due date.
- Is there a submission form?  
You must submit a signed 'Statement of Authorship' form. A copy of the submission form can be collected from DAH reception, or downloaded from the School's website at <http://www.latrobe.edu.au/physiotherapy/undergrad.html>  
**Assignments submitted without a signed form will not be accepted.** Ensure you put the correct unit code and name and unit coordinator on the form or your assignment may not be delivered to the right person.
- What if I can't submit it by the due date?  
A request for an extension of the assignment deadline must be made to the unit coordinator on the application for extension form. The white copy must then be attached to the submitted work.  
In the absence of an extension, a penalty of 20% of the available marks is applied per day for late work.
- Is the word limit important?  
The word limit applies to the text of your assignment, excluding the title page, tables and references. As a general guide 10% over or under the word limit is permissible. Anything over or under this may result in marks being deducted.
- Are there presentation requirements?  
All assignments must be submitted with a title page securely attached. The title page should include:
  - the Unit Code, Unit Name and Unit Coordinator's name
  - your name and student number
  - the due date of the assignment
  - a word count (not including title page, tables and references)Assignments must be typed in font size no smaller than 12, and double-spaced with margins of at least 2cm and page numbers displayed.
- What referencing style is required?  
The referencing style required for all written work in the School of Physiotherapy, La Trobe University, is "APA" style. See the next page for details.
- How do I get my assignment back?  
Assignments will normally be returned within six weeks of submission, or at the end of the semester via the assignment drawers on Level 5 of HS3.

### **APA Style**

- The library has a large number of copies of the Style Manual of the American Psychological Association.
- Use only the 5th or 4th editions.
- Search the library catalogue for full APA resources.
- The library also provides style guides and tip sheets that can be accessed electronically.

### **Citation Guide:**

- It is preferable to cite “primary sources”, which are sources you have read.
- It is generally not appropriate to cite “secondary sources”, which are sources cited in a work you have read. Citing of secondary sources may perpetuate mistakes made by the author you are relying on.
- It is generally not appropriate to cite unit manuals or lectures. These teaching materials are prepared from primary sources and you should use the primary sources.