School of Nursing, College of Health and Medicine

Guide to Presentation of Assignments

The following information is a guide to presenting your academic papers for assessment. Take care to 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, 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, and you may be invited to resubmit the paper – please refer to the School Assessment Guidelines for any penalties that may be incurred.
- A 'word' is any word longer than one letter. Quotations, journal extracts, citation of sources, appendices and the reference list are *not* part of the word count.
- When writing numbers in an essay, any number up to and including ten are noted in full. Over ten they are written as a numeral. Any number placed at the beginning of a sentence is written out in full. This convention does not apply to tables or figures, where numeric symbols and numbers are always used.
- The font in a paper is usually times New Roman size 12 as a preference. Headings may occasionally be used depending on the nature of the document and can be in a larger font or a different font.
- Line spacing should be 1.5. There should be a double return between paragraphs (a blank line). Please be aware that a single sentence is not a paragraph, therefore avoid starting sentences within a paragraph on a new line.
- Keep your margins set as the default used by Word ™ for the marker to provide feedback.
- 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.

- Use quotes sparingly. Quotes and journal entries over 30 words should stand alone. They are presented as a new paragraph, indented on both sides and put in single spacing. They are not put in quotation marks and there should be a lead sentence to the quotation. For example

Smith and Jones (2020, p.56) states that the identification of problems occur:

> …as a direct reflection of the nature of human interaction with the environment and the context of client behaviour. Generally, clients behave in a manner whereby their situation is a reflection of lifestyle choices, family involvement and attitudinal manners.

- Avoid patch paraphrasing, refer to the Turnitin and academic writing module in MyLO.
- 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), single line spacing for the reference list.
- Avoid using pictures or diagrams in your essays 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.