



FACULTY OF HEALTH SCIENCES

DEPARTMENT OF EMERGENCY MEDICAL CARE AND RESCUE

**STANDARDS AND GUIDELINES
FOR THE WRITING
OF
ASSIGNMENTS**

2018

1. INTRODUCTION

The Department of Emergency Medical Care and Rescue is providing you as the student with these guidelines for the following main reasons:

- To provide a standardized “template” for the format of all assignments completed for the BHSc: Emergency Medical Care across all four years of study.
- To provide information on what will and will not be considered adequate, permissible or required regarding the content of your assignments.
- To provide information concerning what is expected of you in completing an assignment.

2. ASSIGNMENT STRUCTURE AND PRESENTATION

2.1 Text

- Please note that handwritten assignments will not be accepted.
- All assignments should be typed on A4 size white paper in black ink only. No colour is to be used for text in any part of the assignment.
- The only acceptable font to be used is Arial size 12.
- Upper case may only be used for headings on the title page and structure headings.
- Bold text may only be used for section headings and subheadings and for emphasizing specific words or sentences.
- *Italics* may be used for non-English words.
- Text must be fully justified, not aligned to left.
- Text must be spaced at one-and-a-half line spacing.
- Avoid using any other formatting such as underlining, borders and shading.

2.2 Paragraphs

- Text must be presented in the form of paragraphs.
- Each paragraph should only contain one idea or principle for discussion.
- Generally paragraphs should generally not be shorter than 4-5 typed lines or longer than 25-30 typed lines.

- Paragraphs should be separated by one line only (except close to the bottom of a page), with NO first line indent.
- Always begin a new paragraph that is close to the bottom of a page at the top of the next page. This will avoid having only one line of a paragraph on a page (either top or bottom).
- Where lists of items or sentences not forming a paragraph are made, it is permissible to use bulleted lists. Clear, simple shapes should be used for bullets; avoid picture-style bullets. The bullets in this document are a good example of appropriate bullet use.
- Section headings and subheadings are an essential part of the body of the assignment. Such headings should be clearly indicated through use of numbering and bold text.
- Generally, section headings should contain more than one paragraph.
- It is not appropriate to use multiple sub-headings each only relating to one paragraph; rather group multiple paragraphs under a single heading.
- Heading and subheading starting pages must be indicated in the table of contents.

2.3 Spelling and Grammar

- These two entities **ARE** important. There is no excuse for any glaringly obvious spelling or grammar error in an assignment.
- Spelling and grammar, including medical terms, must follow the UK or SA English and **not** US English.
- Commonly used word processing software packages have a spell checking facility as well as a grammar checking facility – use this function.
- For medical terms, consult a medical dictionary as it is important to use the correct medical terminology as opposed to lay terms.
- Have someone proof read your assignment; this person needs no medical knowledge but rather a good command of English. This can eliminate most grammatical errors.

2.4 Page Numbering

- Pages MUST be numbered in the following way:
 - Consecutively, NOT including the title page or table of contents
 - Using standard numerals 1,2,3 etc (no Roman numerals)
 - Page numbers must be displayed at the bottom of the page on the right hand side

2.5 General

- No borders, watermarks or unessential pictures should be used.
- The assignment should not be bound or punched and placed in a fancy cover. A staple should be placed in the top left corner and, if desired, the assignment can be placed in an envelope or clear plastic sleeve.
- The page setup should be A4, portrait orientation, with 2.5cm borders.
- The assignment length, excluding reference list, should not deviate more than $\pm 10\%$ of the assigned word count.

3. ASSIGNMENT CONTENT

The assignment should contain the following parts/headings as absolute requirements. Work that does not conform to this format will NOT be considered for marking.

3.1 Title Page

This should contain the title of the assignment, the module name, the lecturer's name, the dates for submission and marking and the student's name and student number. No pictures, borders or coloured print is required.

3.2 Table of Contents

This should contain the heading "TABLE OF CONTENTS". Different sections of the assignment should be listed in a column on the left side of the page with corresponding page numbers listed in a column on the right side of the page.

3.3 Text

The following parts of your work are required to be set out in chronological order:

3.3.1 Introduction

The introduction should introduce the topic specifically and present the aims to be discussed. This allows the reader to know if the aims of the assignment will be met, and creates an expectation of the direction the discussion will be taking. As such, the introduction should correlate to the discussion. The introduction should also include a description of how the references used were obtained. A brief discussion on databases used and search strategies employed is required.

3.3.2 Discussion

This deals with the focused, detailed description and discussion of your topic. In this section it is essential to show a correct and in-depth understanding of the topic. The discussion must always remain relevant to the aims and be presented in a clear and logical format. Correct interpretation of data to formulate opinion is a main aim of assignment writing.

The following points should also be considered:

- Emotive language must be avoided
- An opinion should be formulated, from which professional practice can be guided.
- Avoid excessive use of direct quotations; only quote that which can be said in no other way.

Diagrams, charts and pictures may be used **if appropriate**. These should be clearly labelled and explained in text. Copyright laws must be followed; usually these allow for single use copying of a textbook or journal; however it must be correctly referenced.

3.3.3 Conclusion

This is a brief summary of what you have explained and discussed in the previous section. It is not a list of topics covered in the discussion, where the main points of the discussion are given. No new ideas are to be brought up or explored here. Any gaps in the existing research may be mentioned here, as are needs for further research.

3.3.4 Acknowledgments

Names of persons or organisations that have contributed to the content of your assignment or provided some other kind of assistance. This section may be omitted if not applicable.

3.3.5 References

- Acknowledgment of another's work
- The Harvard method must be followed exactly, as detailed in the booklet available at the institutional library.
- All statements, quotes, diagrams, etc must be referenced to indicate source both to acknowledge and prove validity of argument.
- There is no generic appropriate number of references. The volume of references depends on the topic and the quality determines appropriateness.
- The search strategy will determine quality of references found: textbooks and journal articles are usually of better quality than websites and personal communications.
- A bibliography (sources not directly used but contributing to a background understanding of the topic) is **not required**

4. GENERAL

4.1 Plagiarism

Defined as: "Taking and using (another person's ideas, writings or inventions) as one's own". All assignment content is to be the original creation of the student. You must, obviously, use referenced sources for information but the writing on the page **MUST BE YOURS, NOT SOMEONE ELSE'S**. Completing an assignment is intended to develop your skills in critical and analytical reading, thinking and writing, not to see how much information you can COPY and PASTE from journals, text books or the internet.

Please complete and attach the signed plagiarism declaration (**Annexure 1**) to each assignment that you submit for marking. If this declaration is not attached, or not completed in full, your assignment will not be marked.

All assignments must also be submitted through Turnitin and the Turnitin report must be included as part of your submission. Please note that the maximum allowed percentage for the similarity index is 20%.

You also need to consult the Academic Writing Centre at the library for any assignment. The Academic Writing Centre will provide proof of consultation which will form part of your assignment submission.

Please ensure that you are familiar with the Institutional Plagiarism Policy.

4.2 Marking of Assignments

If the assignment is handed in late, 10% of the total mark will be deducted for each full day that has lapsed between the marking date and the date that the assignment is finally handed in. Assignments handed in five days or more after the deadline will not be considered for marking.

4.3 Rejection of Assignments

Assignments may be rejected after the marking date for the following reasons:

- Plagiarism;
- Absence of references and/or citations;
- Copyright infringements;
- Failure to submit through Turnitin.

Rejected assignments will not be marked.

4.4 Mark Allocation

Marks will be allocated for both format and content but the content will be weighted more heavily. **Annexure 2** will be used for assignment format mark allocation.

This document was compiled with thanks to the following sources:

- *University of Johannesburg, Programme of Emergency Medical Care Assignment guidelines and standards, 2010.*
- *University of Brighton, Graduate Programme in Health and Social Sciences, Evidence based practice: Module handbook, 2005.*

ANNEXURE 1



ASSIGNMENT/CASE STUDY/PROPOSAL COVER PAGE: ANTI-PLAGIARISM DECLARATION

Department			
Title			
Full Name		Student Number	
Course		Lecturer	
Due Date			

1. Plagiarism is to present someone else's ideas as my own.

2. Where material written by other people has been used (either from a printed source or from the internet), this has been carefully acknowledged and referenced. I have used the required Departmental standard for citation and referencing. Every contribution to and quotation from the work of other people in this essay has been acknowledged through citation and reference.

3. I know that plagiarism is wrong.
 - 3.1. I understand what plagiarism is and am aware of the University's policy in this regard.

 - 3.2. I know that I would plagiarize if I do not give credit to my sources, or if I copy sentences or paragraphs from a book, article or Internet source without proper citation.

3.3. I know that even if I only change the wording slightly, I still plagiarize when using someone else's words without proper citation.

3.4. I declare that I have written my own sentences and paragraphs throughout my assignment/case study/proposal and I have credited all ideas I have gained from other people's work.

4. I declare that this assignment/case study/proposal is my own original work.

5. I have not allowed, and will not allow, anyone to copy my work with the intention of passing it off as his or her own work.

SIGNATURE

DATE.....

ANNEXURE 2



ASSIGNMENT MARK SHEET

Student name: _____

Student number: _____

Module: _____

ASSIGNMENT STRUCTURE		TOTAL MARKS	MARK ACHIEVED
General neatness / presentation		1	
Page numbering		1	
Title page		1	
Table of contents		1	
Length		1	
Headings for body		1	
Line spacing		1	
Font size		1	
Font style		1	
Full justification		1	
TOTAL		10	A =
ASSIGNMENT PRESENTATION		TOTAL MARKS	MARK ACHIEVED
Spelling		2	
Appropriate terminology relevant to module		2	
Grammar		2	
Paragraph structure		2	
Clear and logical flow		2	
TOTAL		10	B =
ASSIGNMENT CONTENT		TOTAL MARKS	MARK ACHIEVED
Satisfactory introduction	Introduces topic	4	
	Presents aims	4	
Discussion	Depth of discussion	8	
	Relevance	8	
	Correct interpretation of information	8	
	Demonstrates understanding of content	8	
	Logical approach	8	

Appropriate use of formal and scientific writing styles		8	
Conclusion	Summarizes main points	8	
References	Content is supported by references	4	
	References are appropriate	4	
	Correct method	4	
	Search strategy	4	
TOTAL		80	C =

A + B + C =	%
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Plagiarism of published work – automatic failure	
Plagiarism of another student's work – automatic failure	
Late submission (-10% per day to max of 5 days (-50%), then 0%)	

GENERAL COMMENTS:

Lecturer's Name: _____

Lecturer's Signature: _____

Date: _____