



Assignment Writing and Presentation Guide *Turabian Style*

Turabian Style to be used for all footnotes and references
For assistance, refer to the [Avondale Reference Guide for Turabian](#)

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ASSESSMENT

All students must submit assessment tasks from time to time, and sit examinations if scheduled. Specific details of the assessment schedule appear in the unit outline. Read these details as soon as possible to enable you to plan your study effectively. Essays are to be formatted according to this style guide unless directed otherwise by your lecturer.

Submission of Assessments

Assessments are to be uploaded on-line to Moodle. Any submissions after the due date will be subject to a penalty.

Instructions for uploading assignments to Moodle

Step 1: In your Moodle site, click on the blue link that matches the name of your assignment, next to the *Upload assignment* symbol 

Step 2: Click on the *Browse* button to locate and choose the file on your computer.

Step 3: Click on the *Upload file* button

Step 4: Click on the *Send for marking* button and then click *Yes*

You are required to keep an appropriate copy of your assessment (electronic or hard copy). In case of misadventure you are responsible to supply a copy on request.

Assessment Task Extensions

Assessment Extension Requests will be processed by the Faculty Officer.

A link will be provided on all Moodle sites for you to make application. Applications for extensions must be made in writing three days before the extension is due. Obviously, some extenuating circumstances will prevent this, and applications should still be submitted. Only unforeseen circumstances, such as sickness or a death in the family will be considered justifiable reason for late assignments. Extensions will not be granted beyond the last day of classes.

Late Assessments

Students who submit an assignment after the due date will be penalised 10% per day of the available marks for that assignment for up to three working days. Should the effect of this late penalty lead to an overall failure for the unit, students may be granted a Fail Supplementary grade (FS). Students should also be aware that only four FS results may be permitted in a 32 unit degree.

Requirements for a Passing Grade

To receive a passing grade, you must attend 85% of all scheduled class meetings (including lectures and tutorials) or under exceptional circumstances write a letter to the Teaching and Learning Committee showing just cause for them to receive a passing grade for attending less than the required 85% of the unit classes.

You must also complete *all* required assessment tasks. A student who achieves a mark over 50% but who has not submitted a required assessment will not be awarded a passing grade.

ASSIGNMENT WRITING AND PRESENTATION

There are three major areas to be considered when preparing an assignment at tertiary level. These are content, format and referencing.

1. Content

When writing a formal assignment it should not be written in point form but should follow a series of logical steps. Here are some tips for writing a top scoring essay:

Answer the essay topic

The first step is to make sure you understand the topic and identify the main points to be answered. In particular, note terms such as outline, describe, discuss, contrast, compare, analyse, what or why, and present the information accordingly.

Organise ideas logically

Collect data from various sources and present the information in logical steps so that it is easy for the reader to follow your ideas. Link ideas together and ensure that you show clearly how the information presented relates to the overall topic. Do not just take slabs from various references, place them in sequence, and then add a conclusion. Make frequent use of transitional phrases to help keep the reader informed of the direction you are taking.

Comply with the word limit

Make sure you meet the word limit, but do not exceed it. Usually a latitude of 10% either side is allowed. The total number of words does not include the title page, abstract, references used in the actual essay, reference list, appendix or direct quotes.

Be aware of potential traps with web based material

If accessing web sites, ensure that the material is from a reputable site. For example if you are researching diabetes care, a Google search will bring up a wide range of sites some of which look reputable. The following two examples show what may appear as a result of a search. Both are titled Diabetes Australia but are quite different with the first one being of unknown origins (no detail is given on the site and this should make you suspicious) but the second is a professional association and is therefore more likely to have reliable information.

Diabetes Australia

Learn What Foods Affect Your Blood

Sugar. We Are On Your Side!

(<http://www.diabetes-symptoms-and-supplies.com/diabetes/diabetes-supply.html>)

The above site is NOT as reliable as the following example but both are titled similarly.

Diabetes Australia

Australian Diabetes Educators Association (ADEA) <http://www.adea.com.au/> ...

Dietitian's Association of Australia

(<http://www.daa.asn.au>. Diabetes Centre)

Be well informed

Read widely. Look at both sides of any issue, and avoid bias. Choose the material you include carefully and make sure it is relevant to the topic. As a rough guide, a 2000 word assignment should contain a reference list of at least seven sources, using both books and current journal articles, if possible.

There are a number of options for locating relevant information for your study. This includes not only web sites and PrimoSearch (the Library Catalogue), but also databases, which require you to use your student log-in and password. Remember that PrimoSearch also accesses material from most of the databases and will retrieve book titles as well as journal articles.

On the library homepage select either Primo Search or, for a more detailed search, select individual Databases to find information.

Formal Language

Tertiary assignments should be presented as professional papers; therefore take particular care with the use of formal language, punctuation, sentence structure, spelling and tense.

Use formal language and terms in essays, avoiding jargon, clichés and slang. When identifying people in the text of the essay do not refer to them by first name only. Surnames may be used on their own or first names may be used with surnames, if desired. As a rule, write essays in the third person, avoiding the use of first and second person pronouns such as 'I', 'we', 'us', 'our', etc., unless the topic asks you to share your own experience. Use gender neutral language as appropriate.

Structure the content

The essay should have an introduction, a body and a conclusion:

The introduction forms the first paragraph and it should clarify the topic of the essay, define major terms and outline what will be presented in the essay. It should be written in such a way that it encourages the reader to read on.

The body of the essay is where the topic statement or question is actually answered. The main points of the topic should be presented in logical order and each point elaborated on separately. Consider the appropriate balancing of main points - at times they may need to be weighted equally within the assignment, at other times some points may need more elaboration than others. Factors such as relevance, word constraints and the purpose of the essay need to be kept in perspective when making such decisions.

The conclusion of the essay constitutes the final paragraph and should bring together, in summary, the major points presented in the body of the essay. The purpose is to sum up and reflect on the information found in relation to the topic, therefore no new ideas should be presented in the conclusion. The conclusion should be a concise statement of meaning drawn from your presentation and should show how it has answered the question. In addition, the conclusion rounds off the assignment, so that it does not finish abruptly. Avoid concluding with a quote.

Punctuation

Ensure that all punctuation is correct. This also applies to use of punctuation marks when identifying sources and in the reference list. Please carefully follow the guidelines given in the referencing section to ensure this is done correctly.

Special care needs to be taken with the use of apostrophes, especially in relation to their use to depict ownership. Remember to place the apostrophe after the actual owner/s. For example, the nurse's uniform versus the nurses' uniforms. Be aware also of the use of an apostrophe in the word it's. It's refers to "it is", whereas, its refers to "the possessive case singular of it". Take care to also differentiate

between your (belonging to you) and you're (you are). Do not use contractions such as can't, haven't etc. Exclamation marks are rarely appropriate unless they are part of a quote. Titles of books and journals, and most foreign words, are in italics.

Words ending in 's' will look like this:

Jesus's disciples

A. T. Jones's writings

Socrates's philosophy

But you would not have Louis's or Descartes's because the 's' in Louis and Descartes is not pronounced. Their names would just have the apostrophe after the 's' as in Louis' or Descartes'.

Spelling

There should be no spelling errors. Use a dictionary or spell check to ensure that spelling is correct. Be consistent - do not mix American and Anglicised forms.

Words frequently misspelled by students:

alter = change; altar = place of sacrifice

argument

consummation

benefit

deity [appears to break "i" before "e" except after "c", but vowels are pronounced separately]

definitely

fulfilment [fulfillment is a US spelling]

occasion

precede (come before); proceed (go forward, continue)

referred, referring; cf. offering

science [vowels are pronounced separately - see deity above]

separate

supersede - but note proceed, precede (as above)

truly

"s" verbs from "c" nouns:

Practise (do something repeatedly); practice (doctor's or lawyer's business)

Prophecy (tell the future); prophecy (inspired utterance of a prophet)

License (legal permission); licence (the document giving legal permission)

Advise (make a proposal, e.g. I advise you ...); advice (e.g. Let me give you a piece of advice.)

Sentence Structure

As a general rule, material in tertiary essays should be presented in complete sentences and presentation of information in point form should be avoided. Ensure that correct grammar is used, and check that each sentence contains a subject and a verb and is a complete sentence.

Tense

Avoid changes of tense within an assignment, and certainly within the one paragraph. Write in the tense that is appropriate to the particular topic. For example, an essay on an historical topic should be written in past tense, whereas one describing the status quo should be written in the present tense.

2. Format

An assignment should be submitted in a form that makes it a pleasure to read and grade. Untidy presentation and inconsistency in format can reduce the ease of reading the assignment and make it difficult to assess the content. This can result in a reduced grade. The following guidelines should be followed when preparing the final draft for submission.

Appendixes

Material which is deemed necessary to support information in the text of the assignment but which is not considered appropriate for inclusion in the actual essay may be included as an appendix. Generally such items as letters, tables, graphs, questionnaires etc. would be placed in the appendix. Appendixes are placed at the back of the assignment, after the reference list. Each appendix included in the assignment must be referred to in the actual text of the essay.

Abbreviations, numbers and numerals

Abbreviations may be used but only after they have initially been identified in full when first used. For example:the King James Version (KJV). In the KJV we find.....

In general, spell out numbers from 1-100, but if they are in a series in the same sentence you may use numerals. Spell out units of measure such as distance, volumes, degrees etc and don't abbreviate (two miles, 130 grams). If the number has two words, use a hyphen (thirty-six). Spell out rounded numbers (one million) but use numerals for other numbers (220). Never begin a sentence with a numeral. Time is listed in the form 11:00 a.m. or ten-thirty.

Dates are generally listed as month, day, year (Kennedy was assassinated on November 22, 1963). If you omit the day, take out the comma (March 1833).

Names

Use the full name of a person with the first reference, and from then on just the last name (John Stevens was awarded custody. Later, Stevens mentioned...). If a person has a title, abbreviate it with the full name, and then use just the last name thereafter (Sen. Barack Obama, and then Obama; or Gen. Peter Cosgrove, and then Cosgrove). Use abbreviations after a name only with the full name (Mervyn Warren Jr. and then Warren).

Any proper nouns such as names of books of the Bible, organisations, etc. should begin with a capital letter when referred to in the assignment. Use the whole name of a Bible book in text, but abbreviate when citing verses (Revelation records scenes ... Rev. 3:20)

Do not capitalise pronouns that refer to God or Jesus e.g. ... and his name is Jesus, NOT ...and His name is Jesus.

Footnotes

Footnotes should be used to:

1. show where you obtained certain information.
2. cite other writers who agree with the point that you are making
3. discuss a position which is related to what has just been said in the text of the essay, but which would interrupt the flow of argument.
4. discuss a position taken by another writer, especially where an important writer disagrees with you and you wish to point out reasons you consider they are wrong.

Footnotes should be in size 10 font, indented, single spaced, with a double space between them. Numbering is usually consecutive throughout the whole essay.

Extra material that you don't want in the body of your essay may be included in footnotes, but use these 'substantive footnotes' sparingly. If it's not important enough to include in your assignment, the reader may not think it important enough to read in a footnote!

Reference List

The Reference List summarises all the works cited in the footnotes. The Bible does not need to be included in the reference list (or bibliography). Identify the version you are using in your first citation, using either the full name or an accepted abbreviation of the version e.g. Gen 1:1 (KJV)

The Reference List appears at the end of the essay or thesis on a separate page. References are arranged in alphabetical order of the author's surname. The first line of each reference is flush with the margin, while subsequent lines are indented.

Your Reference List should be indented, single spaced, with a blank line between entries. Do not list journals separately – all journal and book entries will be in the one list.

Annotated Bibliography

If your annotation is a brief phrase, add it in brackets after the record:

Smith, David. *A National Framework for Improving Health*. Canberra: Sage, 2012.
[a brief summary of regulations]

If your annotation is a complete sentence use paragraph indentation:

Smith, David. *A National Framework for Improving Healths*. Canberra: Sage, 2012.
This framework is important as it outlines the necessity of health care for all minors.

Line spacing, margins and numbering pages

Typed assignments must be double-spaced. Handwriting is not acceptable. Print on one side of the paper only. Use left justification. The Font Size should be 12 point and use either Arial or Times New Roman.

A margin of approximately 2.54 centimetres all round, on the left and right edges of the page, as well as the top and bottom, is essential. Pages of an essay must be numbered with the number centred at the top of the paper. Do not number your title page - begin the assignment with Page 1.

Order of sections

The various sections of an assignment are to be bound together in the following order:

- Title Page
- Abstract (if required)
- The actual essay
- Reference List
- Appendix/es (if applicable)

Paragraphs

Indent each paragraph. Each paragraph should be double spaced with no extra line between them. A paragraph is a group of sentences that develops one main point or idea. Generally, the idea is introduced in the key sentence and the successive sentences explain or illustrate the point that the paragraph is making.

Ensure that there is continuity between paragraphs with one paragraph flowing logically on from the previous one. Do not have paragraphs which consist of only one or two sentences. A paragraph should be approximately 100 words in length, although a range of about 50 to 150 words is acceptable.

Photocopies

As a general rule, do not include photocopied material in an assignment. If it is necessary to include such material, ensure that it is referenced correctly. It is usually appropriate to include photocopied material as an appendix rather than part of the actual essay.

Quotes

All quoted material must be identified as being quoted. A direct quotation is where you copy exactly what you have read, word for word. There are several methods of doing this depending on the length of the quote.

Where a quote is four lines or fewer it is to be included normally in the text of the essay and identified by double quotation marks at the beginning and end of the actual quoted material. The source of the quote must also be given in your footnotes.

Example of a quote at the end of a sentence:

Counterstorytelling is a tool for analysing and challenging the stories of power and “is a natural part of the dominant discourse.”²³

Example of a quote mid sentence:

Counterstorytelling “is a natural part of the dominant discourse,”²³ and is a tool for analysing and challenging the stories of power.

Or, if you paraphrase what the author has said it would appear as:

Counterstorytelling analyses stories by giving an opposing narrative or explanation during the storytelling experience.²³

Quotes which are 40 words or longer in length are to be indented. Quotation marks are not used and the quote is single spaced. For example:

It is emphasised that,

Latina women’s resistance to this oppressive culture can be seen through their counterstories. Counterstorytelling is a method of telling the story of those experiences that have not been told (in other words, those on the margins of society). Counterstorytelling is a natural part of the dominant discourse and can be used as a form of popular education.²³

Jones goes on to say that ...

Quotes should not be used in excess. They should be reserved for such items as definitions, brief extracts that cannot be expressed adequately in another way, or for special emphasis. As a general guide, quotes should constitute less than 10% of an essay.

When quoting, copy the original wording accurately and use the same spelling and punctuation as is used in the original. If there is an error in the original this can be identified in the quote by placing [sic] after the error. When including a quote in the text of an essay, make sure that the sentence is grammatically correct. If it is necessary to include an extra word or phrase in a quote to ensure correct sentence structure, place the word or phrase in square brackets.

If you omit part of the original work within a quote then indicate this with three ellipsis points as such ... with another full stop added if this is at the end of a sentence or between two sentences.

Plagiarism

Please familiarise yourself with Avondale College policy on [plagiarism](#) or view the [online tutorial](#). (See www.avondale.edu.au under information/policies/academic integrity or view the online tutorial at Library>Info Skills>Online Tutorials>Avoid Plagiarism).

You cannot present another’s ideas as your own. All sources must be given credit for either quotes or the ideas you have borrowed. It is best to reference more often than not.

Usually, it is more appropriate to paraphrase the information into your own words, avoiding plagiarism by identifying the source of the paraphrased material and by providing a page number or paragraph number.

If you fail to adequately reference in an academic paper, you may be required to re-submit the paper after you receive some educational instruction from your lecturer. Please be aware that academic penalties may apply for a resubmission and increase in severity as you progress through your degree.

Where instances of plagiarism are established, penalties as outlined in the *Avondale Handbook 2011-2012*, pp. 34-36 will be applied.

Artificial Intelligence Generators

If a student has permission from their lecturer to engage with artificial intelligence models for a particular assessment task, then they "... should use AI models in ethical and responsible ways that are consistent with their institution's learning, assessment and academic integrity policies and procedures, and the terms of use of the AI providers."¹

Title page

A title page is to be placed at the front of the assignment and must include a cover page including the required signed statement regarding plagiarism and ownership of work. See the template at the end of this guide.

3. Referencing

Material quoted from another author's work needs to be acknowledged. Referencing correctly is important for a number of reasons:

- It shows you have read widely
- It provides support for your own arguments
- It shows you understand the issues involved and can critically apply that understanding.
- It provides sufficient information for someone to locate the sources mentioned in your paper
- To acknowledge your sources and avoid plagiarism

Bibliography vs Reference List
Remember that a bibliography is a list of everything you have read for an assignment while a Reference List is a list of only the items you have quoted from or referred to in your assignment.

Referencing Guide

Referencing (also known as citing) needs to be of a uniform style. A guide to the [Turabian referencing style](#) can be found on the library website.

Please refer to this guide often to make sure your references have been set out correctly.

Tables and figures

These must be referred to in the text of your essay. Do not refer to the 'table below' or the 'figure above' or specify a page number as these often change with the final printing.

Tables

Refer to tables by their number: e.g. *As shown in table 4, the results were conflicting...*

Table number: e.g. Table 1, Table 2 is determined by the order in which that table is referred to in your essay.

Title: Write the title beside the table number; sentence case; without a full stop

Footnote: Should include the source and any other notes.

¹ AAIN Generative AI Working Group, "AAIN Generative Artificial Intelligence Guidelines", Australian Academic Integrity Network, March 1, 2023, <https://doi.org/10.26187/sbwr-kq49>

Table 26.1. Selected churches in Four Corners, Boston

Church	Religious tradition	Attendance	Ethnicity/origin	Class
Church of God	Pentecostal	100	Caribbean, mixed	Middle
Faith Baptist	Baptist	10	Southern Black	Middle
Apostolic	Apostolic	30	Haitian	Working

Source: Data adapted from Omar M. McRoberts, *Streets of Glory: Church and Community in a Black Urban Neighborhood* (Chicago: University of Chicago Press, 2003), 53.

Note: 'Working class' also includes those who are unemployed.

Figures

Examples: Graphs, charts, maps, drawings or photographs.

Refer to Figures by their number: e.g. *As shown in figure 4, the temperature rose quickly ...*

Figure number : e.g. Figure 1, Figure 2 is determined by the order referred to in your essay. Place this BELOW the figure.

In his painting *The Banquet of Cleopatra* (see fig. 10), Tiepolo portrays a famous contest where Cleopatra wins a wager with Mark Antony ¹



Figure 10. Giambattista Tiepolo, *The Banquet of Cleopatra* 1743–44, National Gallery of Victoria, Melbourne.

1. Giambattista Tiepolo, *The Banquet of Cleopatra*, 1743-44, oil on canvas, 250.3 x 357.0 cm, National Gallery of Victoria, Melbourne.