



**Academic
assignment
presentation
and
submission**

Assignment presentation and submission

The following are CHC standard format requirements for student assignments.

Please see your school’s CHC Reference Guide recommended by your school (APA and Harvard) for details on formatting. (Chicago, refer to The Chicago Manual of Style on the CHC Library Data Base.)

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Presentation: Pagination and page presentation issues

- Number your pages consecutively throughout the manuscript, preferably in the footer of each page.
- Include student name, unit code and assignment title (abbreviated if appropriate) in the footer or header of the paper. A 9-point font or similar is recommended for use in the footer or header.
- Include a title page listing:
 1. Your name and student number
 2. Your program of study (e.g., BBus, BA/BEd (Secondary), GDSCS)
 3. Unit code and title
 4. Lecturer's name (include the lecturer's correct title)
 5. Assignment title and number
 6. Due date
 7. Word count: (actual word count of the assignment, not the word count of the unit outline or Assessment Guide)
- Each word document submitted electronically must have the standard word (2.5 cm) margin (no adjustments necessary to the setup in Word). If the assessment is submitted as a paper copy, then each page must have 3 cm left-hand and right-hand margins; if the assignment is bound, allow 1 cm extra for binding.
- Other document types (e.g. PPT, PDF, Excel), should have sufficient margins to allow for marking comments.
- Use standard Australian English for grammar and spelling.
- Refer to the following table for style specific formatting requirements:

Feature	APA		Harvard/Chicago
Line spacing	Social Science: Line spacing is one and a half (1.5) or double throughout including, indented block quotes and Reference List.	SEH: Line spacing is one and a half (1.5) or double throughout including reference list with indented block quotes single spaced (1.0).	Line spacing is one and a half (1.5) or double throughout. Reference List: Single line spacing with a space between references.

Paragraph	New paragraphs to be indented five to seven spaces (normally one tab stop), with no extra space between paragraphs.	No indent for new paragraphs and a double space between paragraphs.
Justification	All presentations should be left justified.	All presentations should be left or block justified.
Typeface (Font)	Times New Roman (12 point) or Arial (11-point)	Arial (11-point), Calibri (12-point), Garamond (12-point), Tahoma (10-point) or Times New Roman (12-point). Fonts should be chosen for readability and clarity. Do not use decorative, script or artistic fonts.

- The word count should not include block (long or indented) direct quotes.
- Block/indented quotes (For inclusion of a direct reference to an author that is 40 words or more (5 lines): Indent and single space text.
- The reference list (as appropriate) should start on a new page and the title 'References' should be centred or for Harvard it may be left justified. Only include references which are cited in the paper.
- Use 'hanging indent' alignment for reference list entries: That is, the first line should be at the left edge of the paper's margin and the second and additional lines indented five to seven spaces (normally one tab stop). There should also be a space between references.
- Endnotes and Footnotes are only used with prior approval from your lecturer. When using endnotes and footnotes they still require a full reference list to be included.
- An appendix is used to provide essential information or supporting evidence for the reader that is not part of the writer's main argument or work. In long works such as reports and dissertations, appendices may contain interview transcripts, copies of documents such as permission forms, and letters of introduction used in conducting a study and so on. Reference to each appendix should appear in the body of the paper. Each appendix should start on a new page with a centred title.

Label appendices, using capital letters, in the order in which they are referenced in text, as 'Appendix A', 'Appendix B', etc.

Before submission

- Firstly, check that you have addressed the assignment topic or question.
- Check the length of your assignment. It should be within 10% of the specified word length.
- It is absolutely essential that you keep a copy of your assignment and preparation notes. Save computer files in at least two places regularly. Do not rely on USB's or external hard drives as the only place for storing an assignment. They can be unreliable and a number of students have irretrievably lost important work for this reason. Parts of an assignment not prepared electronically (such as interview notes or reports): via Turnitin™ should be scanned and uploaded with Assessment task; Hard copy; should be photocopied and included in assessment task submission (the original may be required).

Hard copy (paper) submissions or presentation:

- **Note:** This option is not available for Business units (BZ####), Ministry units (JA##, JB##, JC##, JM#), Social Science units (e.g. SO####, CO####) or the Millis Institute unless specific arrangement is made with the lecturer.
- Use white A4 (photocopy size and quality) paper.
- Print on only one side of each page.
- Do not use plastic display sleeves for essay-type assignments.
- The original document should be submitted, not a photocopy.
- Submit with a CHC assignment cover sheet found on the CHC website under Documents, Forms and Booklists. Assignments submitted in several parts, may be submitted with the same cover sheet.
- Make sure you fill in all the information on the Assignment Cover sheet and sign the Declaration on the front for each assessment task.
- For all paper (hard copy) assignments, staple the assignment with a single staple in the top left- hand corner. Other materials, such as USB sticks, SD cards etc., should be clearly labelled with the student's name and securely attached to the cover sheet. Large assignments should have the cover sheet attached to the front.

- If the assessment is a concept map, poster or large item, please glue the cover sheet to the back of the poster and label all pieces of the assessment with your name, unit code, and student number. Please make sure that all pieces are secured. If you choose to roll the poster, please place the cover sheet on the outside of the roll securely.

Electronic submission presentation:

- All electronic presentation assessments should have a white back-ground.
- File naming should follow the following format: Surname _First name initial _Unit code_Assignment number

Submitting the assignment

There are a number of different ways to submit an assessment. Please refer to the relevant unit's Moodle™ page, assessment booklet/unit handbook, or lecturer for the required method.

Standard method of submission is electronically via Turnitin™ on Moodle™.

Your Lecturer or Unit Coordinator may advise one of the following:

- Hard copy (paper copy) submitted in the assessment box at CHC College reception.
- By mail. Registered post preferred. Email a copy of assignment by the due date.
- Electronically via portable device (may be used in conjunction with a hard copy or mail submission).

Submission via the assessment box

- **Note:** This option is *not* available for Business units (BZ###), Ministry units (JA##, JB##, JC##, JM#), Social Science units (e.g. SO###, CO###) or the Millis Institute units unless requested by the school.
- Lodge CHC assignments in the assignment slot located in the CHC foyer. Do not forward assignments directly to lecturers.

Submission by mail

- **Note:** This option is *not* available for Business units (BZ###) Ministry (JA##, JB##, JC##, JM#), Social Science (e.g. SO###, CO###) or the Millis Institute unless requested by the school.
- If mailing assignments use the following address:

ASSIGNMENTS CHC
SCHOOL OF ... (e.g. SEH)
PO BOX 2246
MANSFIELD BC QLD 4122

- Ensure that the envelope has appropriate postage.

- If acknowledgment of receipt of an assignment is required, enclose a stamped, self-addressed DL size envelope, with the unit and assignment title printed on the back. This will be signed, dated and returned when the assignment is received.

Electronic submission of assignments

Assignments are normally required to be submitted electronically or in some cases, parts of an assignment submitted in hard copy and/or mail format may have an electronic component requiring submission on a portable device. In such cases, it is important to note the following:

- It is expected by the college that every assessment piece submitted electronically is virus-free, and has been scanned by anti-virus software on the student's computer before submission.
- Portable storage devices such as USB flash drives must be labelled with the student's name and securely attached in a zip lock bag to the assignment cover sheet.
- Lecturers will have access to Microsoft Office[®] programs to open assignments.
- Files produced using other programs (such as Open Office[®], Pages (from a MAC computer or Photoshop[®]) should be saved in a common file format (e.g., Microsoft Word[®], PDF). If in doubt, check with the lecturer that he or she has the necessary software needed to access the file. Edit large files such as photographs, videos or sound files to reduce the file size: remove unnecessary sections of the file and use appropriate compression when saving the file. When submitting electronically, the maximum file size is 2GB. Saving in pdf format may assist in reducing the file size.
- Remove other files from portable storage devices, so that a lecturer is certain which file or files are for assessment.
- Realise that marking assignments can take some time. Do not expect submitted storage devices to be returned quickly so that you can use them for other purposes.
- Do not email assignments unless specifically requested to do so. Email attachments should be no bigger than 10MB in total and include a cover sheet.
- A student's submitted assignment must be entirely that student's work. Unless a lecturer has expressly given permission for sharing of files with other students, do not share assignments in electronic form with another student. If a lecturer has asked for assessment items to be prepared collaboratively, sharing of such files

should only include the allowed part or parts of such an assignment. No other files should be on the shared storage device, to avoid the possibility of inappropriate access to your other data.

Electronic submission of assignments via Turnitin™

- This is the standard method of submission unless stated in the assessment booklet/unit handbook, or advised by lecturer.
- If you are required to resubmit an assessment electronically via Turnitin™, an additional portal will be available on your Moodle™ unit page for this purpose.
- Please check the Turnitin™ portal on the Moodle™ unit page for the due date and time for assessments. This information may also be found in the assessment guide or Unit Handbook/Outline dependent on the school unit that the student is enrolled in. It is the responsibility of the student to make sure that an assessment is in prior to this time. Should a technology issue arise that is a CHC internet issue when submitting via Turnitin™, a student will be required to let the school administrator or the Moodle administrator and the unit lecturer know about the issue or the assessment will be treated as late and normal penalties will apply. When submitting electronically it is usually possible to submit more than one file via Turnitin™.
- Turnitin™ accepts many different file types (for example .doc, docx, .pdf, .xls, xlsx, .swf, .exe) but it does not accept .pages files from a MAC computer. Where possible a student should combine similar files into one document before loading to the Turnitin™ portal. Assessment items (individual and group [using one student's name]) with the relevant title page (different to the CHC cover page) submitted electronically through a tool called 'Turnitin™' in Moodle™ will be retrieved electronically by the lecturer or tutor. A receipt of submission is automatically generated and sent to a student's CHC email account acknowledging the date and time of submission. There are three items that denote a correct submission, the previously mentioned email, a similarity report/score and the status states that it is submitted.
- Students are required to include a title page that includes all the details that would normally be on the CHC cover page when submitting an assessment via Turnitin™, or they may scan and include the cover page at the beginning of the submission.

- Prior to the assessment item's deadline students may upload their file to the assessment item's draft submission point within the Moodle™ course site where the content is automatically checked for originality against documents from other sources; for example, documents available for public access on the Internet, library databases, CHC documents and institutional document archives (containing all assignments submitted to Turnitin™ by CHC staff and students), and the Turnitin™ Global Database, which contains documents submitted by other institutions around the world. After this checking process a report is generated for the student to view and to make any necessary modifications to their assessment item. Please be aware that this checking process can take some time and therefore students should plan to submit a draft copy with plenty of time (Turnitin™ ‘Originality’ check can sometimes take 2 hours) to adjust and finally submit assignment.