



Guide for preparing and submitting assignments

Preparation

- Read the question carefully, to make sure you know what is expected of you. Check whether the question has multiple parts, and make sure you answer all parts.
- Make sure you know the word limit, and whether it is a minimum, maximum (and whether you will be penalized for going over it) or a suggestion or guideline. If required (eg for MIPH assignments), put the word count (not including references) on the title page.
- Make sure you know the due date (and time) and whether you need to submit electronically through WebCT or in hard copy or both.
- Start well in advance of the due date.
- Research widely and use a variety of reputable sources.
- Make sure you keep a record of the sources you have used, and the text you have taken from these sources, so you can reference them correctly.
- If you have a lot of references, consider using ENDNOTE, a computer program which helps you manage your references. It is available free through the University and free training is available through the Library (dates and times on the Library's website <http://www.library.usyd.edu.au/skills/endnote.html>).
- Use one referencing style consistently throughout. Read the Referencing guide on the School of Public Health web site http://www.health.usyd.edu.au/current/coursework/referencing_styleguide.pdf – it shows the referencing styles acceptable to the School.
- Read the School of Public Health's Assessment policy (on the School website), especially the sections on extensions and Special Consideration.

- Remember to observe the principles of academic honesty, as we do check assignments for plagiarism.

Writing and submitting the assignment

1. Write and save your assignment as a Microsoft Word document to your computer.
2. Use single line spacing, 2.5cm (1 inch) margin and 12 pt font – preferably Arial or similar
3. Give a title to your assignment and use headings and subheadings when appropriate
4. Save your file as follows: ***The name of the unit of study_the number or name of the assignment_your SID***. For example:
PUBH5117_Assignment1_200476891. There should be no gaps in the file name. **NOTE: If your file is not named correctly, it may be returned to you for correct naming.**
5. Put your student number on the title page and in the footer of your assignment. **DO NOT put your name on any part of the assignment.**
NOTE: If you do put your name on your assignment, it may not be marked.
6. Number the pages in the bottom right hand corner.
7. Do not repeat the wording of the question in your assignment or take-home exam. Simply number the question and then start your answer. The academic marking your assignment knows the question(s).
8. Use the Word Count tool in Microsoft Word to calculate the number of words you have written. The word count should not include text appearing in tables, graphs, footnotes, captions and references.
9. Bullet points should only be used when there are a number of points that you want to make ***within*** a paragraph. Bulleted lists should form only a small part of your assignment; most of it should be normal text.

10. Generally, tables and figures should be included as Appendices at the end of your assignment, *not* in the text, unless otherwise specified.
Interpretation of the Tables/Figures should be given in the text.
11. Please don't include images in your text or coloured headings and images on your title page. If you do this, your assignment will be returned to you for re-formatting.
12. Please do not include scanned tables, drawings and diagrams unless you are specifically asked to do so. Create tables in Word.
13. If you are submitting a hard copy, make sure you complete the Student Declaration Form. If you fail to do this your assignment will not be marked.
14. Save a back-up copy of your assignment on a portable storage medium, in case your computer fails or is stolen, and/or keep a printed copy. The School cannot supply you with a copy of your assignment at a later date.
15. When submitting your assignment, please submit it as one document – don't submit the title page, the references and the body separately. If you do this, your assignment will be returned to you for re-formatting.
16. Submission difficulties:
 - if you are not sure whether you have submitted your assignment successfully through WebCT, click the 'Submitted' tab at the top of your screen – you should see your assignment in this section.
 - If your assignment was not submitted successfully, send it as an email attachment to onlinesupport@health.usyd.edu.au and cc your lecturer. DO NOT send it to Vicki Williams or any other member of the LTSU.
 - The above applies ONLY if you were not successful in submitting your assignment. DO NOT submit to WebCT, and email it to Vicki or your tutor at the same time. CHECK to see if it has been submitted successfully. Multiple submissions may cause problems with your assignment.

After your assignment is marked

- Once all assignments for a Unit of Study have been marked, we will normally email you to let you know they are ready for collection.
- In some cases, assignments will be marked electronically and uploaded to WebCT.
- You can collect your assignment from the Learning and Teaching Support Unit, 3rd Floor, Edward Ford Building, during business hours.
- If you are a Distance student, we will automatically mail your marked assignment out to you.
- If you cannot come to the school to collect your assignment within a reasonable time frame, contact onlinesupport@health.usyd.edu.au to make alternate arrangements.
- Uncollected hard copies of assignments are destroyed after 6 months, as per University policy.

Further information about assessment is available from the School's web site and the Student Orientation Manual.

Your unit coordinator or lecturers may vary some of these requirements. If so, they will let you know during lectures.