



## GENERAL INSTRUCTIONS

### HOW TO WRITE AN ASSIGNMENT OR CLASS PROJECT

#### *Page Wise*

#### 1<sup>st</sup> PAGE: TITLE PAGE

First Line: {University Name + College /University-Logo}

Assignment Topic/ Title: Write the Name of Your assign. Topic/title

Subject Name: Write the Name of the subject Name

Submitted to: Teacher Name for example: (Mr. Zahid Yasin)

Submitted by: Name of Student/Students/ full group detail

Sr. No.	Names of Students	SAP ID
1	Muhammad Tayyeb	5867
2	Muhammad Awais	5674
3	Nasrullah	8765
4	Abdul Khaliq	8653
5	Abdullah	7936

Class: Write Your degree program (DPT/ BDS)

Semester & Section: Mention here your Semester and Section

At Bottom/ last line: write the name of your Institute/College/ Faculty/ Department  
Name

## **SECOND PAGE**

Make outline of your assignment

### **Outline Sample:**

Sr. No.	Outline
1	An Introduction of Assignment/Project
2	An Introduction of the Surah/ Basic Themes of the Surah
3	Ayah/Verse No. 1 and its Lessons/ Etiquettes & Manners
4	Ayah/Verse No. 2 and its Lessons/ Etiquettes & Manners
5	Ayah/Verse No. 3 and its Lessons/ Etiquettes & Manners
6	Ayah/Verse No. 4 and its Lessons/ Etiquettes & Manners
7	Ayah/Verse No. 5 and its Lessons/ Etiquettes & Manners
8	Conclusion of the Assignment/Project
9	Reference/ Endnote

## **THIRD PAGE**

### **Introduction:**

1. Write the Introduction of your Assignment. Write in your own words what you have written or going to write
2. Attractive and simple introduction with Clarity about the topic and Methodology of Research).
3. Assignment Introduction: only one page is required not more than this.

## 4th Page

1. Now start to write your assignment according your **Outline or Content List**.
2. From 4th page onward the assignment will be according to your given outline.

## FOOTNOTE

1. On every page, you will give references in footnote about the text/quotation from where you have taken,
2. For example: use the key button of keyboard (Alt + Contrl + F)
3. {ذَلِكَ الْكِتَابُ لَا رَيْبَ فِيهِ هُدًى لِّلْمُتَّقِينَ<sup>1</sup>
4. 2.{This is the Book (the Qur'ân), whereof there is no doubt, a guidance to those who are Al-Muttaqûn [the pious and righteous persons].2}

**{<sup>1</sup> The Quran: 2:2 / Surah Baqarah, Ayat: 02.**  
**<sup>2</sup> Translation: Ali, Mohsin (2:02)}**

Example:

Cole found that "The bones were very fragile".<sup>1</sup>

Each superscript then refers to a numbered citation in the footnotes or endnotes.

Footnotes/endnotes:

The first time the in-text reference is cited you must include, author's first name, author's last name, title, place of publication, publisher name, year and referenced pages. e.g.

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<sup>1</sup> Al-Quran: 2:2 / Surah Baqarah, Ayat-2.

<sup>2</sup> Translation: Ali, Mohsin (2:02),

1. James Smith, The first and last war, (New York, Hamilton, 2003), 2.

If the citation has already been cited it may be shortened to author's last name, shortened title, and page referenced number. e.g.

2. Smith, The first, 220-221.

If the citation has been referenced immediately prior, the note may be shortened even further to *ibid* with the page number. e.g.

3. *Ibid.*, 786.

### **For Example:**

#### **1 – Bible**

1. Heb. 13:8 (New Revised Standard Version).
2. 1 Cor. 5:1–2 (NRSV).

#### **2 – Quran**

1. Koran 19:17–21

The details are given below in the following links;

2. <https://library.ulethbridge.ca/chicagostyle/other/sacred>
3. <http://hbl.gcc.libguides.com/c.php?g=339562&p=2286666>
4. <https://cardozo.yu.edu/sites/default/files/instructions%20for%20contributors.pdf>
5. <https://www.citefast.com/styleguide.php?style=Chicago&sec=inte>
6. <https://www.citefast.com/styleguide.php?style=Chicago&sec=inte>
7. <http://www.easybib.com/guides/citation-guides/chicago-turabian/footnotes/>

## **SECOND LAST PAGE**

### **Conclusion**

1. Write the Conclusion of your assignment/Project and write one paragraph from the start of page or some lines to explain it.
2. Then summarize your conclusion in points (minimum 7 to 10 points)

## **LAST PAGE**

### **Endnotes/ Reference**

1. Write down the Detailed References (book name, author name, publisher, edition and Volume)

2. Minimum 5 to 7 References for class assignment and maximum 7 to 10 References for class Research Project
3. Use the books, research papers and articles
4. At least Use 3-5, Books, articles, Papers to write or complete your assignment/project.
5. Give priority to Books, articles, Research Papers and then open search from google or websites.

**For Example:**

6. Author First Name/Initial Surname, "Title of Chapter or Article," in Book Title: Subtitle (Place of Publication: Publisher, Year), Volume #: page.
7. <https://politics.ucsc.edu/undergraduate/chicago%20style%20guide.pdf>
8. <https://libguides.tru.ca/c.php?g=194004&p=1277091>
9. <http://www.easybib.com/guides/citation-guides/chicago-turabian/how-to-cite-a-chapter-chicago-turabian/>

## **GENERAL INSTRUCTIONS**

1. Assignment or Class Project (Either Short assignment or Proper Assignment) is always in MS Word document format.
2. Select the topic according to your subject & interest and discuss with your teacher
3. Collect Assignment Material from Relevant & Authentic Sources
4. Write Proper Introduction of Assignment/Project
5. Write the Proper Conclusion of Assignment/Project
6. Follow the Proper Rule and Regulations for citation or References of Sources,
7. Use the Chicago Manual of style for citation or References/Endnote
8. Submit your assignment on time on Moellim or according to the given Instructions
9. Your Assignment will be Proper and free from grammatical errors

10. Appropriate length & presentation (font type and size, margin, stapled) and in MS Word format
11. Complete Assignment According your content-List
12. Make the Proper Presentation of Assignment in PPT
13. Completely meet all requirements
14. In the case of handwriting Select the Proper Paper for writing
15. Don't copy from **"ALLAMA GOOGLE"** or other Sources directly without following any rules and regulations.
16. Copy Paste: Its either from book or from Google is not acceptable.
17. Write in your own words, you can use vocabulary either of book or google sources

Sr. No.	Assignment Page	Marks
1	Title Page	02
2	Outline Page	02
3	Introduction	02
4	Footnote	02
5	Conclusion	02
7	Reference/endnote	02
8	<b>Total Marks</b>	<b>14</b>

18. Distribution of Marks:
19. Remaining marks of the assignment are 06.
20. Total Marks of the assignment: 20.

### **INSTRUCTOR:**

**Mr. Hafiz Muhammad Zahid Yasin**  
**Senior Lecturer;**  
**Life and Living/ Islamic Studies Department (FSS&H)**