


# ASSIGNMENT COVERSHEET

## UTS: ENGINEERING & INFORMATION TECHNOLOGY

<b>SUBJECT NUMBER</b> 48440	<b>NAME OF STUDENT(s) (PRINT CLEARLY)</b> TRAN Minh SKINNER Jack JORDAN James THAI Ilya WOHLERS-REICHEL Robin		<b>STUDENT ID(s).</b> 12037661 11230594 11399375 11972078 12011146
<b>SUBJECT NAME</b> Software Engineering Practice	<small>SURNAME</small>	<small>FIRST NAME</small>	
<b>STUDENT EMAIL</b> robin.l.wohlers-reichel@student.uts.edu.au		<b>STUDENT CONTACT NUMBER</b> +61 420 936 010	
<b>NAME OF TUTOR</b> Mr. Georges Bou Ghantous	<b>TUTORIAL GROUP</b> SEP-WRK-03-G1		<b>DUE DATE</b> 2016-10-17
<b>ASSESSMENT ITEM NUMBER/ TITLE</b> Assignment 2			
<p><input checked="" type="checkbox"/> I confirm that I have read, understood and followed the guidelines for assignment submission and presentation on page 2 of this cover sheet.</p> <p><input checked="" type="checkbox"/> I confirm that I have read, understood and followed the advice in my Subject Outline about assessment requirements.</p> <p><input checked="" type="checkbox"/> I understand that if this assignment is submitted after the due date it may incur a penalty for lateness unless I have previously had an extension of time approved and have attached the written confirmation of this extension.</p> <p><b>Declaration of Originality:</b> The work contained in this assignment, other than that specifically attributed to another source, is that of the author(s) and has not been previously submitted for assessment. I understand that, should this declaration be found to be false, disciplinary action could be taken and penalties imposed in accordance with University policy and rules. In the statement below, I have indicated the extent to which I have collaborated with others, whom I have named.</p> <p><b>Statement of Collaboration:</b></p> <p>We all collaborated as described in the "Individual Contribution Logbooks" appendix.</p> <p>Signature of Student(s)  Date 2016-10-17</p>			

## ASSIGNMENT RECEIPT

To be completed by the student if a receipt is required

<b>SUBJECT NAME/NUMBER</b>	<b>NAME OF TUTOR</b>	
<b>SIGNATURE OF TUTOR</b>		<b>RECEIVED DATE</b>

# STYLE GUIDE for ASSIGNMENT SUBMISSION

Before submitting an assignment you should refer to the policies and guidelines set out in the:

- Faculty Student Guide ([https://my.feit.uts.edu.au/modules/myfeit/downloads/StudentGuide2010Spring\\_Online.pdf](https://my.feit.uts.edu.au/modules/myfeit/downloads/StudentGuide2010Spring_Online.pdf))
- UTS Library writing guidelines ([www.lib.uts.edu.au/students/discover-your-library/referencing-and-writing](http://www.lib.uts.edu.au/students/discover-your-library/referencing-and-writing))
- ELSSA Centre for writing support ([www.elssa.uts.edu.au](http://www.elssa.uts.edu.au))
- UTS Coursework Assessment Policy ([www.gsu.uts.edu.au/policies/assessment-coursework.html](http://www.gsu.uts.edu.au/policies/assessment-coursework.html))

Unless your Subject Co-ordinator has indicated otherwise in your Subject Outline for each subject, you must follow the instructions below for submission of assignments in UTS: Engineering and UTS: IT.

## Writing Style

It is usually best to write your initial draft in the default settings of your software without formatting. Use the following guides in your writing.

**Purpose and Audience:** use the correct genre and language style expected for the particular task.

**Language:** use “Plain English” for all technical writing. More information about this language style can be found at [www.plainenglish.co.uk/free-guides.html](http://www.plainenglish.co.uk/free-guides.html).

Use spelling and grammar software tools to check your writing. Edit your document.

**Standards:** always use:

- Australian spelling standards (Macquarie Dictionary)
- SI (International System of Units) units of measurement
- ISO (International Organisation for Standardisation) for writing dates and times for international documents. For example **yyyy-mm-dd** or **hh-mm-ss**. However, for most applications it is more helpful to present the date in full as **26 August 2010**.

**Graphics and Tables** should:

- be numbered
- have an appropriate heading and/or caption
- be fully labeled
- be correctly referenced.

## Presentation

Unless otherwise instructed, all assignment submissions should be **wordprocessed** using spell-check and grammar-check software. Work should be well **edited** before submission. Use the following default settings.

**Page Setup:** set margins at no less than 20mm all round.

**Paper:** print on A4 bond, double -spaced and preferably double-sided, left justified.

**Font:** use the software default style to provide consistency. The recommended style includes:

- 10 - 12 pt font
- consistent formatting with a limited number of fonts
- lines no more than 60 characters (use wider margins or columns if you need to make lines shorter)

**Header:** should include

- your name and student number
- the title of the paper or task.

**Footer:** should include the page number and current date.

Cover sheet and statement of originality: all work submitted for assessment must be the original work of the student(s) submitting the work. A standard faculty cover sheet (see over) must be attached to the front of the submission. Any collaboration between the submitting student and others must be declared on the cover sheet.

## Referencing

All sources of information used in the preparation of your submission must be acknowledged using the Harvard system of referencing. This includes all print, video, electronic sources.

Phrases, sentences or paragraphs taken verbatim from a source must be in quotation marks and the source(s) cited using both **in-text** referencing and a **reference list**.

Plagiarism is the failure to acknowledge sources of information. Students should be fully aware of the meaning of plagiarism and its consequences both to your marks, position at the university and criminal liability. The plagiarism in your assignment submissions can be assessed both in hard copy and in soft copy through submission to such sites as Turnitin.

The UTS Library and the ELSSA Centre (web links listed above) both have information for students on referencing correctly to support you in avoiding plagiarism.