

## Group Assignment Cover Sheet

Finance and IT Professionals  
FITP (31255)

**Group Number** : 8

**Company # and Name** : 3 - Delta

#	Student ID	First Name	Surname Name	Signature
1	24966549	Darlene	Suryaputra	<i>Darlene</i>
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- o I confirm that I have read, understood and followed the advice about academic integrity at <http://www.gsu.uts.edu.au/policies/academicpractice.html>
- o I am aware of the penalties for plagiarism. This assignment is my own work and I have not handed in this assignment (either part or completely) for assessment in another subject.
- o If this assignment is submitted after the due date I understand that it will incur a penalty for lateness unless I have previously had an extension of time approved and have attached the written confirmation of this extension.
- o I acknowledge that if AI or another nonrecoverable source was used to generate materials for background research and self-study in producing this assignment, I have checked and verified the accuracy and integrity of the information used.
- o I confirm that I have read, understood and followed the guidelines for assignment submission and presentation on page 2 of this cover sheet.
- o I confirm that I have read, understood and followed the advice in the Subject Outline about assessment requirements.
- o 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.

**Declaration of originality:** 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 have rewritten any material provided by AI or other nonrecoverable sources and where appropriate acknowledged their contribution. 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.

No content generated by AI technologies or other sources has been presented as my own work and I have rewritten any text provided by AI or other sources in my own words.

If submitted electronically tick here to indicate you agree with the above



## STYLE GUIDE for ASSIGNMENT SUBMISSION

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

- [FEIT Student Guide](#)
- [UTS Library - referencing](#)
- [HELPS - English and academic literacy support](#)
- [UTS GSU - coursework assessment policy and procedures](#)

Unless your Subject Coordinator has indicated otherwise in the Subject Outline, you must follow the instructions below for submission of assignments in the Faculty of Engineering and Information Technology.

### 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 2016**.

**Graphics and tables** should:

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

### Presentation

Unless otherwise instructed, all assignment submissions should be **word processed** 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 around.

**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 APA 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. You 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 software such as Turnitin.

The UTS Library and UTS HELPS (web links above) provide extensive information for students on referencing correctly to support you in avoiding plagiarism.