# Written Assignments – Submission guidelines for students

Following this advice before essay submission will help you to achieve better marks:

1. You must submit **two** **copies** of the essay or project:

* one hard copy (deadline = the start of the specified class),
* one electronic (to be submitted via Turnitin before the hard copy deadline).

1. Turnitin submission process: <http://learning.cf.ac.uk/technology-enhanced-education/tutorials/turnitinoverview/turnitinstudentsubmit/>
2. With the hard copy of assignments, you must sign to confirm that you have read and complied with requirements and advice on avoidance of plagiarism.
3. Each copy should have a **title page** (see attached example of David Beckham essay coversheet) and reference section on a separate page.
4. See the specific module folder on Learning Central for copies / examples of these three documents.

**There are also conventions regarding presentation which you must follow:**

1. Only write on one side of each page.
2. Pages should be numbered.
3. Text should be justified.
4. Lines of text must be double-spaced.
5. Keep the word limits that have been set.
6. You should use a suitably formal font (e.g. Arial, Times New Roman), font size 12.
7. Do not type the main text of your essay or report in **bold** or *italic*.
8. Paragraph divisions should be clear.
9. Long and short quotes (both direct and indirect) should be presented and referenced correctly: <http://www.cardiff.ac.uk/insrv/resources/guides/inf057.pdf>
10. There should be a clear and correctly laid-out reference section on a separate page.
11. **Project reports** should have clear contents pages and headings and where appropriate; an appendix should form part of the document.
12. You must use an appropriate academic style.
13. Do not translate from your native language. You must be able to explain every word, phrase or idea in your essay if you need to participate in a ‘viva’-style interview.
14. Do not ask other people to check, edit or correct your work.
15. Ensure that you plan the essay and paragraphs adequately.

**You must also ensure you avoid plagiarism and collusion:**

a) **Plagiarism:** *This occurs when work that is submitted for assessment contains the words or ideas of others without the original source being properly attributed or acknowledged. It includes attempts to pass off work that has been produced by fellow students as your own, or words or ideas that are found in textbooks, in articles, on the Web, or in any other format. It includes both work that is directly copied from another source and work that has been slightly changed or paraphrased to make it look like it is different from the original.*

b) **Collusion:** *This takes place when work that has been done with others is submitted and passed off as solely the work of one person. When working with others you must ensure that you are clear about what can be done in collaboration with others, and what must be solely your own efforts. Whilst it is a good idea to share and discuss ideas with your peers, you must make sure that work submitted for assessment is wholly your own work / writing.*

Source: <http://www.cf.ac.uk/regis/resources/Academic%20Integrity%20students.pdf>

**INTERNATIONAL FOUNDATION PROGRAMME**



**IN-COURSE ASSIGNMENT COVER SHEET**

* Please complete the relevant information in the boxes below, then attach this sheet to your work and submit it to your module teacher.
* Please read the advice on the avoidance of plagiarism in your handbook before submitting your work.
* Do NOT submit this cover sheet via Turnitin.

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| **Student Number** | 1567957 | | | | | | |
| **Module** | EAP (EL0003) | | | | | | |
| **Tutor Name** | Rachel Davies | | | | | | |
| **Title** | EAP Group Primary Report | | | | | | |
| **Date** | 5/1/2016 | | | | | | |
| **Submission checklist** | **I have:**  Only written on one side of each page □  Numbered the pages □  Justified the text □  Double-spaced the text □  Kept to the word limits, and checked this □  Used a suitably formal font, size 12, not in bold or italics □  Adhered to Cardiff University rules for referencing and citation, using *Harvard style* □  Included a reference list in Cardiff University *Harvard style* □  Used an appropriate academic style □  Not translated from my native language □  Written all of the work myself and no other person has written, edited or checked it □ | | | | | | |
| **Student number:** 1567957  **Course:** IFP  **Module:** EL0003 | | |  | | **Tutor:** Rachel Davies | | |
|  | | Primary Report Satisfactory Between Undergraduate and Postgraduate Students in Talybont South Accommodation. | | | | |  | | |
| Required Length : 900 – 1,200 words  Actual length: 1,191 words | | | |  | | Submitted: 5/01/16 | | |