Assignment Writing and Presentation Guide
APA Style 7th Edition

APA 7th Edition Style to be used for all citations and references

For assistance, refer to the Avondale Library APA 7th Edition Referencing Libguide.

Contents

ASSIGNMENT WRITING AND PRESENTATION

There are three major areas to be considered when preparing an assignment at the tertiary level. These are content, format and referencing.

1.   Content

A formal assignment should not be written in point form but be written as paragraphs that follow a series of logical steps. Here are some tips for writing a top-scoring essay:

1.1   Answer the question

Ensure you understand the topic and identify the main points to be answered. Note terms such as outline, describe, discuss, contrast, compare, analyse, what or why, and present the information accordingly. For more information, explore the **Academic Writing Resources** found on our Tutoring Services Libguide.

1.2   Be well informed

Read widely. Look at both sides of an issue and avoid bias. Ensure that material is relevant to the topic. Your lecturer or Unit Information/Unit Outline should provide guidance on the number of references you should use and currency/age of resources acceptable to use, but generally, the quality of references is important. Evaluating the quality of your resources is crucial. For further information on evaluating resources see Evaluating Information Resources. Aim to use a range of resource types, such as books, ebooks and journal articles as guided by your unit outline.

There are several options for locating information. This includes not only websites and PrimoSearch (the Library Catalogue) but also databases, which require you to use your student log-in and password. Remember that PrimoSearch also accesses material from most databases and will retrieve book titles and journal articles.

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1.3   Select only reputable websites

Ensure that material is from a reputable site. For example, if you are researching diabetes, a Google search will bring up a wide range of sites. The following two examples have official-sounding titles but are quite different, with the first being a member-based organisation. In contrast, the second is a professional association and is more likely to have reliable information.

> Healthdirect is a useful patient education tool, but it is not considered academic. Use only if told to.

- *Diabetes NSW and ACT* (http://diabetesnsw.com.au/
We work to improve the lives of people affected by diabetes. Read More!

- *Diabetes Australia* (https://www.diabetesaustralia.com.au/) National peak body for diabetes, providing a collective voice for people living with diabetes, their families, and cares.

1.4   Organise ideas logically

Collect data from various sources and present the information in logical steps, so it is easy to follow your ideas. Link ideas together and show clearly how the information relates to the overall topic, using *transitional phrases* to help keep the reader informed of your direction. Refer to the assignment guidelines and rubric regularly to ensure you meet the question and marking requirements.

1.5   Artificial Intelligence Generators

If a student has permission from their lecturer to engage with artificial intelligence models for a particular assessment task, then they ''… should use AI models in ethical and responsible ways that are consistent with their institution's learning, assessment and academic integrity policies and procedures, and the terms of use of the AI providers.'' (AIN Generative AI Working Group, 2023).

1.6   Plagiarism

Please familiarise yourself with the Avondale University policy on plagiarism.

The APA guide for referencing (APA, 2020) clearly indicates that you cannot present another's ideas as your own. It must be noted that "whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source" (APA, 2010, p. 172). This infers that the reader should *never* be confused or doubtful about where the information or ideas have been sourced.

Use *Turnitin* to check your work for inadvertent plagiarism. Allow plenty of time before your assignment is due to submit, review and then resubmit if necessary.

If you fail to reference an academic paper adequately, an investigation will determine if it constitutes poor scholarship or plagiarism. Where instances of plagiarism are established, penalties as outlined in the Academic Integrity Policy, sections 6.7 and 6.8, will be applied.

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1.7 Paraphrasing

Be especially careful with paraphrasing or putting ideas in your own words. Just changing one or two words in a sentence is *not* paraphrasing.

Reading this sentence, "The man puffed as he ran up the hill" and changing it to "The man panted as he ran up the steep hill", is not good enough. You need to change it substantially to something like, "The hill posed a tough challenge to the exhausted man."

When you paraphrase, you will retain the meaning but change the entire structure of the sentence or paragraph. A carefully paraphrased sentence STILL requires a citation as it is not your original idea.
Remember: if it's not your idea, cite it!

1.8 Using direct quotes

All quoted material must be identified as being quoted. Direct quotation occurs when you use "words verbatim from another work" (APA, 2020, p. 270). There are two methods of doing this, depending on the length of the quote.

Hint: There is no point in quoting from standard textbooks!

Where a quote is *shorter than 40 words* in length, it is to be included in the essay's text and identified by *double* quotation marks at the beginning and end of the actual quoted material. The source of the quote must also be given within the sentence or at its conclusion. Please note the placement of the full stop at the end of the sentence. For example:

Researchers have observed that "more than 80% of injury- related hospital admissions in people aged 65 years and over [are] due to falls" (Crisp et al., 2021, p. 659).

Alternatively, the author's name can be used as part of the sentence. For example:

Crisp et al. (2021) observe that "more than 80% of injury- related hospital admissions in people aged 65 years and over [are] due to falls" (p. 659).

Or, if you paraphrase what the author has said, it will appear as follows:

Falls are hazardous in the elderly, and Crisp et al. (2021) note that they account for high hospital admissions.

Indent and double-space quotes that are 40 words or longer in length. Quotation marks are *not* used. For example:

The authors emphasise that:

> Falls-related injury is one of the leading causes of morbidity and mortality
>
> in older Australians, with more than 80% of injury- related hospital
>
> admissions in people aged 65 years and over due to falls and falls-related
>
> injuries. (Crisp et al., 2021, p. 659)

Note the placement of the full stop in a block quotation. Compare this to the placement of the full stop in a short quote at the end of the sentence (see above).

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Quotes should be carefully considered. They should be reserved for such items as definitions, brief extracts that cannot be expressed adequately in another way, or for particular emphasis. As a general guide, quotes should constitute less than 10% of an essay and should be avoided where possible, as they can interrupt the flow and voice of your writing.

When quoting, copy the original wording *exactly* and use the exact spelling and punctuation used in the original. If there is an error in the original, this can be identified in the quote by placing [sic] after the error. When including a quote in the text of an essay, make sure that the sentence is grammatically correct. If it is necessary to include an extra word or phrase in a quote to ensure proper sentence structure, place the word or phrase in square brackets.

If you omit part of the original work within a quote, then indicate this with three spaced periods, (. . .) Add a full stop after the brackets if the omitted section is at the end of a sentence or between two sentences, (. . .).

1.9   Formal Language

Tertiary assignments should be presented as professional papers. Please take particular care with the use of formal language, punctuation, sentence structure, spelling and tense. As an Avondale student, you may access a premium Grammarly account to assist with writing. For more information, visit the Library's Grammarly page.

Use formal language and terms in essays, avoiding jargon, clichés and slang. When identifying people in the essay's text, please do not refer to them by first name only. Surnames may be used on their own; first names may be used with surnames, if desired. As a rule, write essays in the *third person*, avoiding using first- and second-person pronouns such as 'I', 'we', 'us', 'our', etc., unless the topic asks you to share your own experience. Use *gender-neutral language* as appropriate.

1.10   Essay structure

The essay should have a cover page, an introduction, a body, a conclusion, and a reference list:

The cover page
> A cover page must be placed at the front of the assignment and include the required signed statement regarding plagiarism and ownership of work. Use the cover page template from the Library website or the one provided by your lecturer. Attach a cover page even if you are submitting an assignment through Turnitin.

The introduction
> The introduction forms the first paragraph, which should clarify the topic of the essay, define significant terms and outline what *will be* presented in the essay. It should be written so that it encourages the reader to read on. There should be no quotes in the introduction. If you use headings in your essay, there should be no **Introduction** heading.

The body
> This is where the topic statement or question is answered in multiple paragraphs. The main points of the assignment topic/ question should be presented in a logical order

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and each point elaborated on as a separate paragraph. Factors such as relevance, word constraints and the essay's purpose must be considered. You can use headings in this section of the essay. For guidelines on heading use, refer to the Avondale Reference Guide for APA.

The conclusion

The conclusion of the essay constitutes the final paragraph and should bring together, in summary, the major points presented in the body of the essay. The purpose is to summarise and reflect on the information found about the topic. No new ideas should be presented in the conclusion. Avoid concluding with a quote. If you use headings in your essay, there should be no **Conclusion** heading.

The reference list

The reference list is on a separate page and is where you list all the sources you have cited or paraphrased throughout the essay. This list helps readers identify and retrieve these resources; therefore, accuracy and consistent formatting are vital.

1.11   Sentence Structure

As a rule, material in tertiary essays should be presented in complete sentences. Ensure that correct *grammar* is used, and check that each sentence contains a *subject* and a *verb* and is constructed as a complete sentence. Avondale Libraries provides access to Premium Grammarly free for students and staff. Grammarly Premium finds and offers corrections for hundreds of complex grammar, punctuation, sentence structure, and style errors – and gives an explanation of why they're wrong, so you can learn from the feedback. Download via our library website here.

1.12   Paragraph Structure

Indent the first line of each paragraph (See settings in section 3.3). A paragraph is a group of sentences that develops one central point or idea. Generally, the concept is introduced in the opening sentence, and the successive sentences explain or illustrate the paragraph's topic.

Ensure that there is continuity between paragraphs, with one paragraph flowing logically from the previous one. Each paragraph should end in a way that leads into the next. The length of a paragraph may vary depending on the assignment type, but a paragraph should generally have at least three sentences. As a guide, a paragraph should be around 100 - 150 words, and while it can be longer, it shouldn't be excessive. Consider starting a new paragraph or making your points more succinct if your paragraphs are too long.

1.13   Use of tense

Avoid changes of tense within an assignment, and certainly within one paragraph. Write in the tense appropriate to the topic, e.g., an essay on a historical topic should be written in the past tense, but one describing the status quo would be in the present tense.

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1.14   Spelling

There should be no spelling errors. Use a dictionary or spell check to ensure that spelling is correct. Be consistent - do not mix American and Anglicised forms, e.g., color and colour. Remember you are in Australia; use Australian spelling. Watch your capitalisation and proper nouns. If the same word is both capitalised and not capitalised in your research, choose one and use it consistently throughout your assignment.
Note: For further detailed examples, refer to the Avondale APA LibGuide.

1.15   Abbreviations, numbers, and numerals

Abbreviations may be used only after they have been identified in full when first used. For example: …the blood pressure (BP). His BP was subsequently…

Spell out whole numbers less than ten and any numbers used to begin a sentence; otherwise, numerals are used. For example:

"There were five apples on the plate."

"There were 50 apples on the bench."

"Fifty-five apples were provided."

When considering using abbreviations, consider the reader's awareness of the abbreviation. Note that excessive use of abbreviations while saving word count can confuse and distract the reader. Use abbreviations only if it is conventional and the reader is more likely to be familiar with them, and they help you write more succinctly.

Note: For further detailed examples, refer to the Avondale APA LibGuide.

1.16   Punctuation

Ensure that all punctuation is correct. Special care needs to be taken with the use of *apostrophes*, especially in relation to their use to depict ownership. Remember to place the apostrophe after the actual owner/s—for example, the pupil's classroom versus the pupils' classroom. Be aware of the use of an apostrophe in the word it's. It's refers to "it is", whereas its refers to "the possessive case singular of it", for example, 'Hold the book by its spine.' Take care to also differentiate between your (belonging to you), and you're (you are). Avoid using contractions such as can't, haven't etc.

1.17   Capitalisation of words

Any proper nouns, such as names of medications, organisations, etc., should begin with a capital letter when referred to in the assignment. According to APA 7th Edition Manual, diseases, disorders, treatments, and therapies are not capitalised. However, you should capitalise personal names that appear within the names of diseases, eg. non-Hodgkin's lymphoma.
Note: For further detailed examples, refer to the Avondale APA LibGuide.

1.18   Avondale Tutoring Service

For more help with academic writing and essay structure, seek the assistance of the Avondale Tutoring team.

2　Format

An assignment should be submitted in a form that makes it a pleasure to read and grade. Untidy presentation and format inconsistency are unacceptable and can result in a reduced grade. **Note:** Handwriting is not acceptable. Follow these guidelines when preparing the final draft for submission.

2.1　Order of sections

An assignment should follow this order:

> Assignment Cover Page
> Rubric (if required)
> Abstract (if required)
> The actual essay
> References
> Tables
> Figures
> Appendix/Appendices (if applicable)

Some lecturers ask for the assignment rubrics to be attached, or they may ask for an abstract. Check your unit outline to be sure.

See sample essays in the Library's APA Referencing Guide for examples of completed essays.

2.2　Cover page

Many students complete a cover page, save it to their computer and use it for future assignments, with relevant changes to suit each assignment.

To insert a cover page into your assignment, place your cursor at the beginning of your assignment, then go to *Insert* and select: *Object – Text from File.*
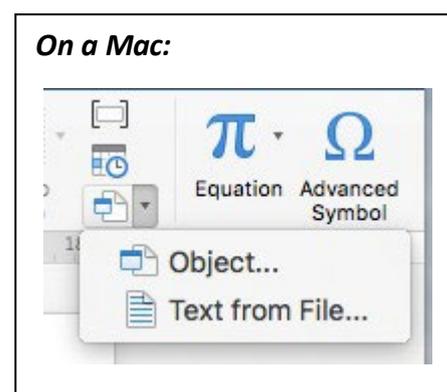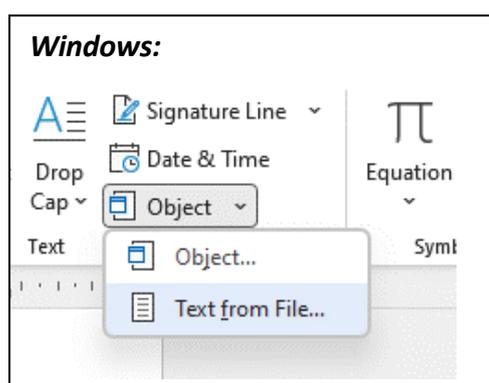
Make sure it does not have a page number on it. You will need to insert a section break to prevent the title page from starting with Page 1. The first page of your actual assignment will begin with Page 1.

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2.3   Line spacing, margins, fonts, numbering pages, and footers

Use double-spacing for the entire paper (including block quotations and the reference list). Do not add blank lines before or after headings. Do not add extra spacing between paragraphs.

A margin of approximately 2.54 centimeters on the left and right edges of the page, as well as the top and bottom, is essential.

Preferred fonts, in black only, are Times New Roman 12 point, Arial 12 point, and Calibri 12 point, or font and size specified by your lecturer. Different sizes, 8-14, may be used in figures.

Each page, except the cover page, should be numbered. Your lecturer may give further guidance, e.g., where to place the numbering. Your student ID number should be included in the footer.

On occasion, you may be required to print an assignment rather than submit it electronically, in that case print on one side of the paper only. Attach the cover page.

2.4   Paragraph Settings

Use these paragraph settings to format your Assignment correctly.

Windows: **Mac:**

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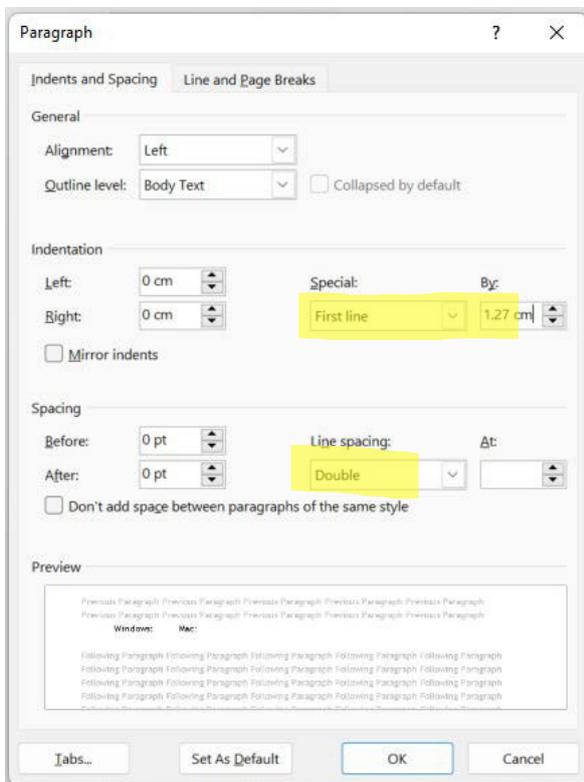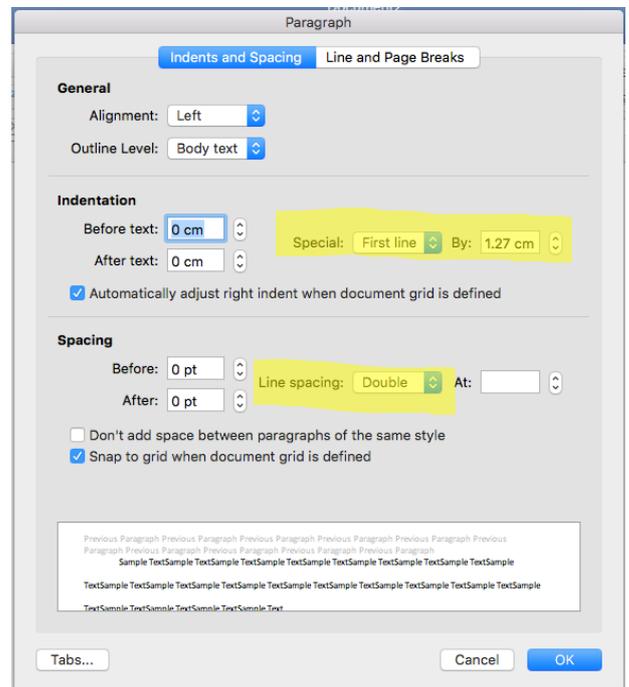
2.5   Tables

Tables "usually show numerical values or textual information arranged in an orderly display of columns and rows" (APA, 2020, p. 195). These must be referred to in the text of your essay. Do not refer to the 'table below' or the 'table above' or specify a page number as these often change with the final submission. Instead refer to tables by their number: e.g. As shown in Table 4, the results were conflicting…

Table number: Is determined by the order in which that table is referred to in your essay and is written above the Table's title. Do not bold or italicize the table number.

Title: Leave a line then write the title directly below the table number; use title case heading style, italicise. Do not end with a full stop (see example of title below).

Table 1

Height (in cm) of Three Children at Ages 0-3 Years

	Age (years)			
Child's name	0	1	2	3
Charlotte	40	60	82	91
Jackson	61	82	96	106
Alannah	54	73	86	99

2.6   Figurers/ Images

According to APA 7, figures are images and include graphs, charts, maps, drawings, or photographs. These must be referred to in the text of your essay. Do not refer to the 'figure below' or the 'figure above' or specify a page number as these often change with the final submission. Instead refer to figures by their number: e.g. As shown in Figure 4, the temperature rose quickly. The figure number is determined by the order referred to in your essay.

Figure number: Should be placed BELOW the figure.

Title: Write the figure title under the figure number in italics, and in title case style with no full stop. Double- space the figure number and figure title.

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INFORMATION. INNOVATION. INTEGRATION.
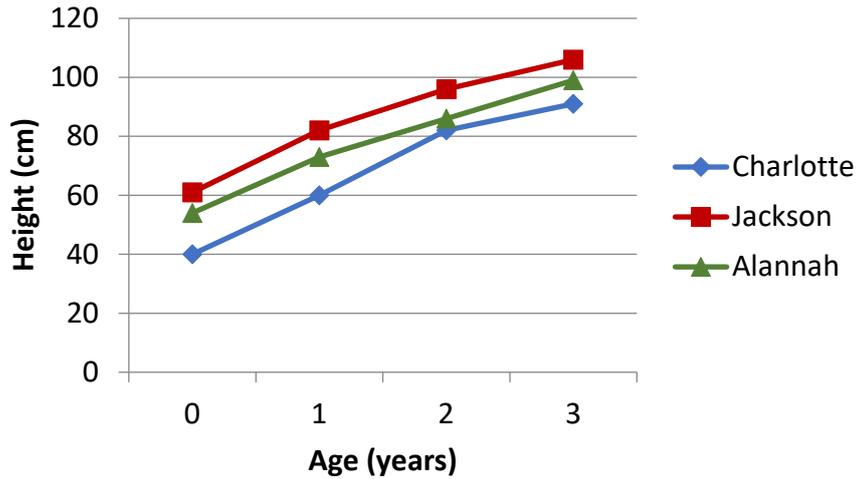
Figure 1.

Height (in cm) of three children at ages 0-3 years

2.7   Appendices

Material which is deemed necessary to support information in the text of the assignment, but which is not considered appropriate for inclusion in the actual essay may be included as an appendix. Generally, such items as letters, tables, graphs, questionnaires etc. would be placed in the appendix. Appendices are placed at the back of the assignment, after the reference list. Each appendix must be referred to in the actual text of the essay. Refer to your assignment outline if an appendix is to be used.

2.8   Photocopies

As a rule, do not include photocopied material in an assignment. If it is necessary to include such material, ensure that it is referenced correctly. It is usually appropriate to include photocopied material as an appendix rather than part of the actual essay.

3   Referencing

Material quoted from another author's work needs to be acknowledged in the body of the assignment and in the reference list.

Referencing correctly is important for several reasons:

- It shows you have read widely and provides credibility to your paper
- It shows you understand the issues involved
- It provides the information necessary for someone to locate the sources
- It avoids plagiarism

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3.1 Reference list format

Refer to the "Formatting Your Reference List" video on our APA Libguide.

1. Starting on a new page, enter the heading **References** in bold and centered at the top of the page.
2. Reference entries are in alphabetical order.
3. Create hanging indent with your word-processing program, do not manually hit enter and tab keys.
4. Begin the first line at the left margin and indent subsequent lines by 1.27 cm. All references should be double-spaced. See the image below.

> Start reference list at top of a new page after text
>
> 9
>
> References
>
> Double-space the entire reference list
>
> (both within and between entries)
>
> APA Board of Educational Affairs Task Force on Psychology Major Competencies. (2013). *APA guidelines for the undergraduate psychology major* (Version 2.0). https://www.apa.org/ed/precollege/about/psymajor-guidelines.pdf
>
> Appleby, D. C., & Appleby, K. M. (2006). Kisses of death in the graduate school application process. *Teaching of Psychology, 33*(1), 19–24. https://doi.org/10.1207/s15328023top3301_5
>
> Halonen, J. S. (2011). *Are there too many psychology majors?* [White paper]. Council of Graduate Departments of Psychology. https://www.cogdop.org/page_attachments/0000/0199/FLA_White_Paper_for_cogop_posting.pdf
>
> Patton, M. Q. (1990). *Qualitative evaluation and research methods* (2nd ed.). Sage Publications.
>
> Ware, M. E., Busch-Rossnagel, N. A., Crider, A. B., Gray-Shellberg, L., Hale, K., Lloyd, M. A., Rivera-Medina, E., & Sgro, J. A. (1993). Developing and improving advising: Challenges to prepare

5. The author's surname appears first; use only initials for other names, e.g., Smith, C. F.
6. If there is no author, begin with the title.
7. Specify the complete title, including subtitles, e.g., *Early history: A complete timeline*

Bibliography vs References
Remember that a bibliography is a list of everything you have read for an assignment while a reference list is a list of only the items you have quoted from or referred to in your assignment. Check your Unit outline for which your lecture wants.

3.2 Reference Settings

Use these paragraph settings to format your **References** correctly.

Windows:

Mac:

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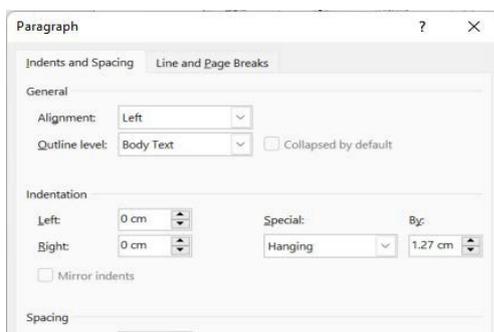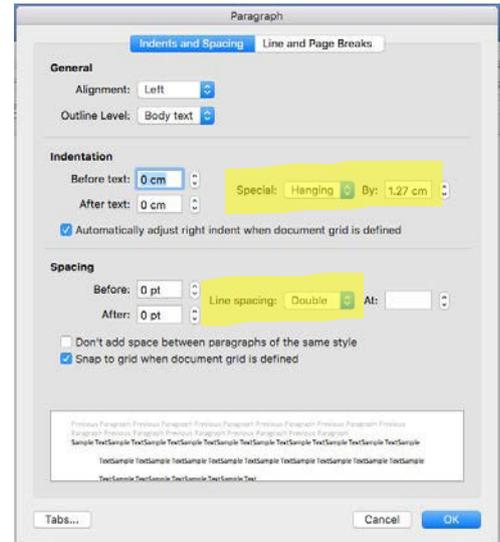
3   Abbreviations in a Reference List

Chapter	chap.	Part	Pt.
Edition	ed.	Number	No.
Revised edition	Rev. ed.	No date	n.d.
Editor	Ed.	Page	p.
Second edition etc.	2nd ed.	Pages	pp.
Translated by	Trans.	Volume	Vol. (e.g., Vols. 2-5)
Supplement	Suppl.	Volumes	vols. (e.g., 3 vols.)

3.4   Citation Generators

Citation generators such as EndNote and Zotero are software programs to assist you with referencing, or you may prefer to use Citefast. Avondale's librarians can help you learn how to use these tools. **Note** that citation generators are not foolproof and are only as good as the information imputed into them. Always refer to the APA Referencing Guide to check that your references are correct.

3.5   Tables

If you are using a table from another source (i.e., one you have not created), the reference is included under the table as a Note and the source referenced in the Reference list.

Table 1

Height (in cm) of Three Children at Ages 0-3 Years

	Age (years)			
Child's name	0	1	2	3
Charlotte	40	60	82	91
Jackson	61	82	96	106

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Alannah	54	73	86	99

Note: Sourced from (Smith, 2021)

See the Library's [APA Reference](#) [Guide](#) for more help.

3.6 Figures/ Images

If you are using a figure or image from another source (i.e., one you have not created), the reference is included under the figure or image as a Note (smaller font is acceptable).

Important points to observe:

- Use free images where possible

- Images found online are not fair game, they belong to someone, and all effort should be made to identify the creator or owner and cite the image correctly

- Even free images need the creator or source to be recognized (some even require it)

- When using an image from a book, reference the book, giving the page number on which the image was found

- Get Copyright permission from the creator/ owner if the image is not Copyright free

Figure 1

Student Working at Computer

Note: Sourced from (Pexels.com)

Free image, no required attribution

Figure 2

Book, Brown Background
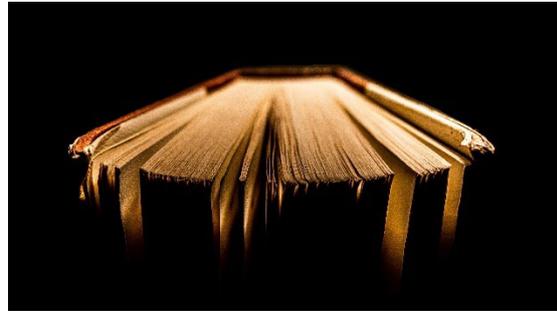
Note: Sourced from (Zahed, 2021)

Free image requiring attribution

See the Library's [APA Reference](#) [Guide](#) for more detailed examples.

4 Extra Rules

1. Do not justify your essay or hyphenate words at the ends of lines, e.g., hamm
   -ering
2. If you are quoting something within a quote, use single quotation marks,
   e.g., "Some observers refer to a 'risk epidemic' in the medical literature."
3. Titles of books, journals, magazines, and newspapers should be in italics.

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4. If there is more than one item by the same author, order them by date, from oldest to most recent, e.g., 2003, 2010, 2014.
5. When an author appears as both a sole author, and as the first author of a group of authors, list the single author entry first in your reference list.
6. If the same author has written several items in the one year, identify each item with a letter in both reference list and in-text citations. Example: (Smith, 2012a)- being the first quote by this author in the essay (Smith, 2012b)- being the second quote in the essay. Arrange alphabetically by title in the reference list. See [Multiple Works By the Same Author Published in the Same Year](#).

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5   Slide Presentation Assignments

For a guide to preparing high quality slide presentations, click here. This guide is quick and easy to look through and gives many practical tips to ensure your slides look good, are easy to read and comply with referencing rules.

You <u>must</u> remember to reference in a slide presentation assignment just as you would in an essay. If the text of your slide uses any quotes, other authors' ideas, or images, you should reference using in-text citations as you would in an essay.

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