

# How to do an assignment

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# **Assignment / review structure**

- Introduction
- Main body
- Conclusion
- References list

# Assignment / review structure

- **Introduction**

- What is the essay about? What is its question?  
How is it structured?
- What are the aims of your essay?

- **Key phrases:**

- “In this essay, I will discuss...”
- “This essay looks at/discusses/investigates...”
- “This essay is structured as follows:....”

# Main body

- Make an outline for your essay which covers the main points/ contents of the review subject.
- Discuss each point using different sources / references.
- Use tables or figures to support the contents of your essay.
- Use your own words (avoid copying others).

# Conclusion

- Sum up the argument: Where did you start out from and what did you find? What could still be done?
- **Key phrases**
- “To sum up/in conclusion,...”
- “Further research is warranted to.....”

# Resources

- 1- Text books.
- 2- Journal papers.
- 3- Electronic resources.

# Citation and referencing

- “**Citation** is the practice of referring to the work of other authors in the text of your own piece of work.”
- Why?
  - 1- To give credit to the concepts and ideas of other authors.
  - 2- To enable those who read your work to locate the cited references easily.

# Referencing

- A complete alphabetical list of the reading sources and references that you have read and mentioned in the text should be attached at the end of your assignment.

# Harvard style

- In this system, the author's surname and year of publication are **cited**:
  - 1) **in the text**, e.g. (Bond, 2004)
  - 2) and **a reference list** (of these citations) is included at the end of the assignment, in alphabetical order.

# CITING REFERENCES IN TEXT using the Harvard System

- **Citing one author:**
- Put the the author's name and publication year between brackets.
- **Example:**

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).

# CITING REFERENCES IN TEXT

- ***Two authors for the same work***
- When there are two authors for a work they should both be noted in the text:
- White and Brown (1998) in their recent research paper found that HbC patients...
- (Slater & Jones, 2009) showed that bone marrow transplantation.....

# CITING REFERENCES IN TEXT

- ***More than two authors for a work***
- Where there are several authors (more than two), only the first author should be used, followed by '**et al.**' meaning 'and others':
- **Example:**
- Green, et al. (1995) found that the majority .....
- Or
- Recent research has found that the majority of.....(Green, et al., 1995)

# Reference list

- The reference list at the end of your report/ assignment should only contain works that you have read and cited in the text.
- Different types of publication require different amounts of information but there are certain common elements such as authorship, year of publication and title.
- The Harvard Style lays down standards for the order and content of information in the reference.

# ***How to mention a book in your references list***

- Author, Initials/First name., Year. *Title of book.* Edition. Place of publication: Publisher.
- **Example:**
- Baron, David P., 2008. *Business and the organisation.* 6th ed. Chester (CT): Pearson.

# *How to mention a book in your references list*

- **Author:** Surname with capital first letter and followed by a comma.
- **Initials:** In capitals with full-stop after each and comma after full-stop of last initial.
- **Year:** Publication year (not printing or impression) followed by full-stop.
- **Title:** Full title of book/thesis/dissertation in italics with capitalization of first word and proper nouns only. Followed by full-stop unless there is a sub-title.
- **Edition:** Only include this if not first edition and use number followed by abbreviation ed. Followed by full-stop.
- **Place of publication:** Town or city, follow by colon. If there may be confusion with UK
- place names, for USA towns include the State in abbreviated form, eg. Chester(CT).
- **Publisher:** Company name followed by full-stop.

# How to mention Journal articles in your references list

- **For journal articles the required elements for a references are:**
- Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page numbers.
- **Example:**
- Boughton, J.M., 2002. The Bretton Woods proposal: an in depth look. *Political Science Quarterly*, 42 (6), pp.564-78.

# Books with two, three or four authors

- The required elements for a reference are:
- Authors, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place: Publisher.
- Barker, R. Kirk, J. & Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

# How to mention a website in your references

- **the required elements for a reference are:**
- Authorship or Source, Year. *Title of web document or web page*. [Medium]
- (date of update)
- Available at: include web site address/URL(Uniform Resource Locator) and additional details such as access or routing from the home page of the source.
- [Accessed date].
  
- National electronic Library for Health, 2003. *Can walking make you slimmer and healthier?* (Hitting the headlines article) [Online] (Updated 16 Jan 2005)
- Available at: <http://www.nhs.uk.hth.walking>
- [Accessed 10 April 2005].

# Presentation format

- 1-The report should not exceed 1500 words.
- 2- Use Harvard style in referencing.
- 3- use headings and sub-headings.
- 4- Use up-to-date references and avoid overdependence on one or two references.
- 5- Plagiarism will be dealt with according to University regulations.
- 6- Use double line spacing, font style TIMES NEW ROMAN and not less than font size 12 in the body text.
- 7- Proofread your work to avoid grammar and spelling errors.
- 8- Submit both electronic and hard copies.

# ***Plagiarism***

*“**Plagiarism** is the submission of an item of assessment containing elements of work produced by another person(s) in such a way that it could be assumed to be the student’s own work.”*