

Written Assignment Requirements

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All written assignments submitted for credit in my courses must follow the general requirements listed below and any additional instructions specific to the assignment. Please do not hesitate to contact me at J-Hemingway@wiu.edu if you have questions about these requirements or need further information.

Failure to follow these general requirements and/or additional specific instructions may result in having your assignment refused and/or returned to you without credit. If that happens:

1. You will have until 4:00 p.m. the following day to revise the assignment and resubmit it by placing it in the instructor's mailbox in Currens 400.
2. If you are absent from class when an assignment is returned for revision, you will be notified by email immediately after class that your assignment is available in my department mailbox. The next day 4:00 p.m. deadline for resubmission still applies. Exceptions will only be made in the case of excused absences (see the course syllabus for further information on excused absences).
3. The final score on a resubmitted assignment will be reduced by ten percent of the maximum points available. Example: If an assignment is worth 50 points maximum and the initial score is 40 points, the penalty will be five points. That reduces the final score to 35 points, or from a C+ to a C-.
4. Resubmitted assignments that again fail to conform to requirements and/or instructions will be returned a second time for revision and resubmission as specified above, this time with a ten percent penalty.
5. Assignments failing to conform to requirements and/or instructions on the second resubmission will receive a zero.

Before getting into what's required, here are a couple of thoughts to get you pointed in the right direction.

- Professionalism is the standard.
 - ▶ Make your work as professional as possible, in content and appearance. Push yourself now to develop professional attitudes and expectations — things will be much easier in the long run.
- Learn your computer software and hardware.
 - ▶ Professionalism requires getting beyond the basics of using common software word processing, spreadsheet, graphics, and presentation software. It's up to you to acquire the knowledge and ability to use these tools not just effectively, but powerfully. Content and appearance *both* count.
- Keep backup copies of all assignments.
 - ▶ Electronic copies are best because they are date-time stamped and are more flexible in an emergency.
 - ▶ If possible, avoid submitting your only copies of supporting materials (e.g., brochures, samples, photographs).
 - ▶ Keep backup copies at least until after the end of the semester when final grades have been reported. You may want to keep them longer to use as supporting material for internship or job applications.
 - ▶ A standard rule in DAM (that's digital assets management, by the way) says that if something isn't backed up on two different media in two different places, then it's not backed up. This is one rule it's a very good idea to follow.

Written Assignment Requirements

Follow these requirements unless they are specifically modified for a specific assignment.

1. All assignments submitted for credit must be your original work
 - A. This includes text, ideas, images and other graphics, and sounds.
 - B. When you use anything — be it text, ideas, images and other graphics, or sounds — created by someone else, you *must* appropriately cite the original source and provide full reference documentation.
 - ▶ *It does not matter where you found the material.* You must cite the source regardless whether you found the material in traditional published form, on the internet, on television, at the movies, or on the radio.
 - ▶ Note that you may be unable to use some material even if you cite and reference it appropriately. See 8 below.
 - A. See the WIU Student Academic Integrity Policy at www.wiu.edu/policies/acintegrity.php for what happens if this requirement is not followed.
2. Submit assignments on time, in person & in the classroom
 - A. Unless other arrangements are made in advance or in case of excused absences (see the course syllabus for the absence policy), assignments are due
 - ▶ at the start of class
 - ▶ in the classroom (not my mailbox)
 - ▶ on the date specified.
 - B. No assignments will be accepted by email unless arrangements have been made in advance.
 - C. You must be in class to receive credit for turning an assignment in on time (unless other arrangements have been made in advance or in cases of excused absences).
 - ▶ Putting an assignment in my department mailbox or sliding it under my office door does not count as on time.
 - D. Late assignments will be penalized ten percent of the maximum points available per school day late.
3. Staple multi-page assignments
 - A. Staple all multi–page assignments once in the upper left corner. (Do this *before* coming to class; do not expect a stapler to be available in the classroom.)
 - B. Do not fold corners, use paper clips, or use report folders, binders, or plastic sleeves (but see 3).
4. Assignments with supporting materials

If you are submitting additional materials like brochures or CDs, use a report folder with pockets. Staple your paper as in (2) above, then place it and the additional materials in a folder with pockets.
5. Printing
 - A. All written assignments must be prepared using a computer printer unless you are specifically instructed otherwise.
 - B. Set print quality to at least 600 dpi (preferably 1200 dpi) in standard output mode (i.e., do not use draft or “save toner” modes). If you don’t know how to do this, check the documentation for your printer and/or software.
 - C. Double-sided printing is encouraged.
 - D. Margins should be set to one inch on all sides, with headers and footers set to 0.5 inch from the top and bottom of the page (this is different from APA).

- E. Left justify except for centered headings, tables, charts, figures, and similar elements.
6. Grammar, punctuation, vocabulary & spelling
- A. Use standard U.S. business and professional English.
- B. Avoid corruptions of standard U.S. English resulting from texting, tweeting, slang, and the like.
7. General style guide
- A. Traditional academic assignments (e.g., research papers, issue papers, theme essays)
- (1) Use the latest edition of the *Publication Manual of the American Psychological Association* (APA). The requirements outlined here differ in some details from the APA manual. Follow these requirements (which are usually in the interests of simplifying life or saving paper.)
 - (2) You can find almost everything you need to know about using the APA style on a very handy web site sponsored by the Purdue University Online Writing Lab (OWL) at owl.english.purdue.edu/owl/section/2/10/ .
 - (3) A useful sample paper, with style annotations, is available on the Purdue OWL site at owl.english.purdue.edu/owl/resource/560/18/ .
- B. Professional assignments (e.g., professional reports, memoranda, position papers, planning documents, budgets and spreadsheets, publicity materials)
- (1) Detailed APA style does not easily lend itself to these assignments, but you should follow its general principles.
 - (2) Keep in mind that professionalism in content and appearance are expected.
 - (3) See 10.C below for guidance on citations and reference lists in professional writing assignments.
8. Copyrights and Trademarks
- A. Copyrights: Almost all everything distributed in print or electronically is protected by copyrights. This includes text, images and other graphics, music, and sounds.
- ▶ Note that it is *not* necessary that the material be labeled in any way as copyrighted, for example, with the © symbol or the word “copyright.” The creator of the material must claim copyright protection only when her/his copyrights have been violated.
 - ▶ *It is therefore safest to assume that all material is protected by copyright unless there is a specific statement to the contrary.*
- B. Trademarks: Brand names, logos, and specific marketing phrases are protected if they have been registered with the government. They must be identified by the familiar ™ or ® symbols.
- C. *Copyrighted and trademarked materials may not be used without the permission of the copyright and trademark owners — even if the sources are cited.*
- ▶ The one exception here is for brief quotations from text materials (print or electronic) when used for reviews, scholarly, or academic purposes. Standard citation and reference requirements apply.
- D. You must therefore be able to demonstrate that (a) that all material is your original creation, (b) that you have documented permission to use material not originally your creation, or (c) that the material has been released to the public domain by its creator or by the lapse of protection under copyright or trademark law.
- A. See the WIU Student Academic Integrity Policy at www.wiu.edu/policies/acintegrity.php for what happens if this requirement is not followed.

9. Exceptions from APA rules and style

- A. No *abstract* is necessary.
- B. On a *title page*:
 - (1) Include only the following information, centered on separate lines:
 - Title
 - Your name
 - Course prefix, number, section, and name (e.g., RPTA XXX sec. X Course Name)
 - Assignment due data
 - (2) Omit the running head and the author note.
 - The trick to having different headers and/or footers on different pages (e.g., not on the title page but on all subsequent pages) is to use sections — see your word processing software documentation to learn about this.
- C. Do not repeat the title on the first page of text.
- D. On all pages after the title page, omit the paper title in the running head and instead insert your last name. Be sure to keep page numbering.
- E. Single space within notes or references, double space between them.

10. Citations & references

- A. Provide citations and references for all information sources (see the WIU Student Academic Integrity Policy at www.wiu.edu/policies/acintegrity.php for reasons why).
- B. For traditional academic assignments (see 6.A), follow standard APA rules and style by citing sources in the text and providing a reference list. Remember that if a source appears in the reference list, it must be cited somewhere in the paper; if a source is cited in the paper, it must appear in the reference list. Incomplete reference lists and missing citations are common problems.
- C. For professional assignments (see 6.B), it may be necessary to adapt APA rules and style. Citations and references are still required, but they may be presented in a manner suited to document type.
 - (1) Footnotes in the text of the document may be useful to indicate the source(s) of direct quotations or of significant statistical information, otherwise use endnotes gathered at the end. Provide complete citations.
 - (2) Statements in the text, including quotations, may be numbered to correspond to a numbered list of information sources at the end of the document.
 - (3) A summary of information sources may be added at the end of the document, indicating what type of information was taken from each source. Another, more complete version of this is to include an annotated bibliography.
 - (4) A full reference list may be attached to the document as an appendix.

11. For a single-page assignments (including those printed on both sides of a single sheet):

- A. No title page or running head.
- B. The following should appear single-spaced and centered at the top of the page:
 - (1) The assignment title in all capital letters.
 - (2) Your name.
 - (3) Course prefix, number, section, and name (e.g., RPTA XXX sec. X Course Name)
- C. Double space between the course information and the start of the text.