

## **Procedure for Presentation and Submission of Assignments**

Bayan College seeks, through using one style format, to maintain consistency throughout all assignment submitted for assessment. By having rules to follow, uniformity is assured, and misunderstandings are minimized. APA rules also help instructors in their reading and grading of assignment and papers. These rules act as guidelines so instructors can easily look for necessary components of an assignment or paper instead of caviling about minor concerns, like grammatical or style rules. Moreover, the strict adherence to APA is due in part to the potential publication of students' work, as many journals within the social science realm require articles to follow the APA style in their publications

All academic students should follow the below procedures for presentation and submission of assignments.

- All assignments should be done in **APA style**.
- All assignments should go through Turnitin Originality Checker to check students' work for possible plagiarism.
- All departments should construct their own unified marking rubric in order to ensure consistency across graders.(all HoDs to note)
- The prepared assignment marking rubric should be submitted to QA for approval and stamp.
- All teachers should grade the assignments clearly in accordance to the department rubric.
- Wikipedia should not be considered an effective source.
- Assignments without a cover page should not be accepted.
- Foundation and general requirement assignments can be customized according to the teacher.

### **APA Format**

#### **Cover Page Guidelines**

- Center the title
- The title should be typed in 12 point -Times font -Do not bold, underline, or italicize the title
- Center and double space your name and the name of the college, university.
- Center and double space the course title, course code, the instructor, and the date .
- Center the full title at the beginning of the main body of the paper
- Paper should: \* be double spaced \* have 1 inch margins \* be typed in Times font \* indent paragraphs ½ inch or 5-7 spaces.

### **General**

- Every page of the assignment should include a running head at the top left.
- Uniform margins of at least one-inch at the top, bottom, left and right sides.
- Paper should be double-spaced.
- Every page should also include a page number in the top right corner.
- Headings are optional but if included should be boldfaced, centered, and all major words capitalized.

### **Introduction**

- Do not use the word Introduction as a heading. It is understood that the opening paragraph of the paper is the introduction.
- Set up the topic and state the thesis for the assignment

### **The Body**

- Develop thesis in the body of the paper.
- Outside research (newspapers, magazines, books, websites) -cite the source.
- Include a brief citation in the body of your paper ( in-text )..

- Quotation that is longer than 40 words must use a block quotation.

## **Conclusion**

- Bring the assignment to a close.

## **References**

- List the full citation for all the in-text citations you used in your assignment.
- Start the References section on a new page
- References are listed alphabetically by author.
- If there is no author, use the title of the reference.

*For more details visit:* <https://owl.english.purdue.edu/owl/>