



## NBSC Manly Campus

### APPENDIX 4 - Assignment/Assessment Task Cover Sheet

Please attach this signed cover sheet to every assignment/assessment task you submit.

<b>Surname:</b>	<b>Given Name:</b>
<b>Student number:</b>	
<b>Subject:</b>	<b>Due Date:</b>
<b>Teacher:</b>	<b>Task Title:</b>
<b>Teacher signature:</b>	<b>Date of submission:</b>

#### All My Own Work

1. *Acknowledgement of Sources by compiling a bibliography*

One of the most important elements of good practice involves careful acknowledgement of the ideas of others used in your response. This acknowledgement should occur in your answer at the point where you use another's ideas (e.g. Jones, 2007, p.92, i.e. author's surname, date of publication, page) and in a bibliography at the conclusion of your response.

2. *Avoiding plagiarism*

Plagiarism involves using the work of another person and presenting it as your own. These are some ways you would be plagiarising, unless you have clearly acknowledged your source:

- Copying out part(s) of any document from any source, including the internet;
- Using someone else's ideas or conclusions, even if you have put them in your own words;
- Copying out or taking ideas from the work of another student/tutor/other source, even if you have reworded some parts.

#### DECLARATION:

I have read and understood the *All My Own Work* statements above. I certify that this task is entirely my own work and that I have fully referenced all my sources.

Student Initial /Confirmation: ..... Date: .....

## APPENDIX 5 – Reference List based on APA 7

### Referencing for Assessment Tasks

When writing assignments that rely on knowledge from other sources, e.g websites, books, videos, journal and newspaper articles, it is important that we reference where this information came from. This includes all information that is not our own knowledge and is not considered public knowledge. This helps us to avoid accidentally plagiarising the work of others.

We do this in two ways when using the **APA Reference system**:

- A Reference List at the end
- In-text citations throughout our assignment

### In-Text Citations

In-text citations are used to show that we are referring to the ideas of another source. We might do this by discussing an idea, summarising, paraphrasing or directly quoting. We use an author-date system for in-text referencing – meaning the author’s surname and date of publication are used. When quoting, we need to include the page number if possible.

- The current refugee crisis is the largest example of global displacement in history (**Yousafzai, 2021**).
- **McKernan (2014)** suggests that the purpose of parading wounded soldiers before the general public was to counter growing apathy towards the war.
- **Langton and Neale (2023, p.37)** state that First Nations Law is “constantly evolving in response to new needs and circumstances”.

### Reference List

Your Reference List includes everything you used to write your assignment and is arranged alphabetically by author, then by date. *For more referencing examples, see the APA7 Guide on the Library website.*

<p><b>Books:</b></p> <ul style="list-style-type: none"> <li>• Author's surname, Initials. (Publication year). <i>Title in italics</i>, Name of publisher</li> <li>• Use &amp; between authors if there are two</li> </ul> <p>e.g. McKernan, M. (2014). <i>Australians at home</i>, The Five Mile Press</p>	<p><b>Website:</b></p> <ul style="list-style-type: none"> <li>• Author/Organisation (Publication year or n.d. if no known year). <i>Title of webpage in italics</i>. Company/organisation name if different from author. &lt;URL&gt;</li> </ul> <p>e.g. World Health Organisation (2023). <i>Asthma</i>, <a href="https://www.who.int/news-room/fact-sheets/detail/asthma">https://www.who.int/news-room/fact-sheets/detail/asthma</a></p>
<p><b>Australian Bureau of Statistics:</b></p> <ul style="list-style-type: none"> <li>• Australian Bureau of Statistics. (Year). <i>Report title</i>. URL</li> </ul> <p>e.g. Australian Bureau of Statistics. (2017). 2071.0 - Census of Population and Housing: Reflecting Australia - Stories from the Census, 2016: Religion in Australia. <a href="https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by+Subject/2071.0~2016~Main+Features~Religion+Data+Summary~70#:~:text=Reflecting%20the%20historical%20influence%20of,religion%20in%202016%20(30%25)">https://www.abs.gov.au/ausstats/abs@.nsf/Lookup/by+Subject/2071.0~2016~Main+Features~Religion+Data+Summary~70#:~:text=Reflecting%20the%20historical%20influence%20of,religion%20in%202016%20(30%25)</a>.</p>	<p><b>Online News Article:</b></p> <ul style="list-style-type: none"> <li>• Author, Initials. (Year, Month Day) Title. <i>Publication</i>. URL</li> </ul> <p>e.g. Kemp, E. (2023, July 25) Sam Kerr will be missed, but she is not the Matildas’ top scorer of late. <i>The Sydney Morning Herald</i>, <a href="https://www.smh.com.au/sport/soccer/sam-kerr-will-be-missed-but-she-is-not-the-matildas-top-scorer-of-late-20230724-p5dqse.html">https://www.smh.com.au/sport/soccer/sam-kerr-will-be-missed-but-she-is-not-the-matildas-top-scorer-of-late-20230724-p5dqse.html</a></p>
<p><b>Podcast:</b></p> <ul style="list-style-type: none"> <li>• Host. (Year, Month Day). Title [Type]. In <i>Title of podcast</i>. URL</li> </ul> <p>e.g. Jenner, G. (2023, May 5). Victorian bodybuilding [Podcast] In <i>You’re Dead to Me</i>. BBC Radio, <a href="https://www.bbc.co.uk/programmes/p0flh367">https://www.bbc.co.uk/programmes/p0flh367</a></p>	<p><b>Journal Article:</b></p> <ul style="list-style-type: none"> <li>• Surname, I. (Year). Title of the article. Title of Journal, volume number (issue number), page-page</li> </ul> <p>E.g. Fogarty, M. &amp; Arnold, G. (2021). Are You Ready for It? Re-Evaluating Taylor Swift. <i>Contemporary Music Review</i>, 40 (1), 1-10</p>
<p><b>Chapter/Short story in an edited Book:</b></p> <ul style="list-style-type: none"> <li>• Surname, I. (Year). Title of Chapter. In I. Editor (Ed.), Title of book (pp. xx-xx). Publisher</li> </ul> <p>e.g. Eg. Winch, T.J. (2021). Cloud Busting. In E. van Neerven (Ed.), <i>First Nations Stories Then and Now</i> (1-8). University of Queensland Press</p>	<p><b>Government/Organisation Report:</b></p> <ul style="list-style-type: none"> <li>• Organisation name (Year). <i>Title of report</i>. URL</li> </ul> <p>e.g. NSW Department of Planning and Environment (2023). <i>Code of Practice for Injured Sick and Orphaned Koalas</i>. <a href="https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Animals-and-plants/Native-animals/code-of-practice-koalas-230250.pdf">https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Animals-and-plants/Native-animals/code-of-practice-koalas-230250.pdf</a></p>