



Royal Institute of  
Management & Engineering

## **ASSIGNMENT GUIDE**

## **THE CODE OF CONDUCT FOR ASSIGNMENTS**

**This guide contains an exposition of the requirements in respect of assignments, essays, papers or any other written material submitted for evaluation at RIME for the Professional Graduate Diploma in any Management or Engineering field. The purpose of the guide is to help students develop the ability to submit written records of research findings that consistently meet the requirements of the professional programme. Repeated use and increasing knowledge of the information in this guide should promote discipline in the writing of professional scientific documents.**

### **REQUIREMENTS AND GUIDE LINES FOR THE WRITING OF ASSIGNMENTS**

#### **FORM REQUIREMENTS**

- ❖ An assignment must always exhibit a continuous train of thought and should not consist of loose, unconnected fragments .Keep to the subjects .Avoid tedious explanations, repetitions and unnecessary information
- ❖ Each assignment starts with an introduction and ends with summary or conclusion
- ❖ An assignment must be provided with adequate headings and subheadings and such headings and subheadings must be numbered clearly and in consistent manner
- ❖ Consult different sources representing different points of view
- ❖ Provide clear definitions of key terms
- ❖ Language usage must neat and correct .Pay attention to the construction of sentences, punctuation, paragraphing, etc
- ❖ Avoid usage of abbreviations. Numbers smaller than 10 as well as fractions must be written out.
- ❖ Pages must be numbered

#### **CONTENT**

By working independently you should provide proof of your ability to:

- Integrate the subject matter in a meaningful manner
- Use of theories and indicate their relevance to the topic
- Compare and critically evaluate different viewpoints on a specific theme as displayed in the literature
- Formulate an own point of departure and provide reasoned arguments to support and qualify it.

**NB THE VALUE OF ANY SCIENTIFIC RESEARCH STUDY IS ENHANCED BY THE USE OF AS MANY PRIMARY SOURCES AS POSSIBLE, THAT IS, THROUGH DIRECT REFERENCE TO THE ORIGINAL WORKS OF SPECIFIC AUTHOURS.**

## **TECHNICAL EDITING**

As a rule an assignment has the following structure:

- Title page
- Table of contents
- List of tables, graphs, figures,maps and appendices
- Text
- List of references
- Appendices

## **TITLE PAGE**

- The title page must contain the following information:
- The title of the assignment
- Name and student number of the candidate
- Course code
- Date on which the assignment must be submitted
- Name of tutor

## **TABLE OF CONTENTS**

The purpose of a table of contents is to provide a systematic overview of the contents of the assignment, and to link headings and subheadings to specific page number for easy reference.

The number of headings and subheadings in the table of contents must agree with the headings and subheadings in the text-all headings and subheadings must be contained in the table of contents.

## **LIST OF TABLES, GRAPHS, MAPS, FIGURES AND APPENDICES**

The table of contents is followed immediately by a separate list of the tables, figures, graphs, maps, etc. contained in the assignment. The list contains the numbers and headings of these items, as well as the numbers of the pages on which they appear in the text.

## **TEXT**

The text of an assignment comprises both content and form components. During the planning and writing of an assignment both must receive continuous attention.

**Text size should be 12 general and 14 for headings, with the Times New Roman style.**

## **THE CONTENT COMPONENT OF AN ASSIGNMENT**

1) **INTRODUCTION:** Explains the aims of the assignments and the intended course of the study. If applicable provides an exposition of the methodology.

2) **BODY:** Comprises the logical and reasoned development of ideas ,theories and arguments concerning the theme of an assignment .In accordance with the aim (as set out in the introduction),the key concepts are identified ,defined and connected with a view to the elucidation of the theme. In this respect clear cut, logic and systematic coherence as well as analysis of data are of the utmost importance.

3) **SUMMARY:** Entails a concise exposition of the most important ideas, results or conclusions. The broad topic is summarized in the form of conclusions. **The summary should contain no new information**

### **The form component of an assignment**

- 1) After you have read on the theme, the next step is to use your short notes to draw up a broad framework for your assignment. Such a framework is an important aid in the ordering of your thoughts and should enable you to discuss and explain each aspect under a specific heading. However, the discussion aspects must not be confined to watertight compartments ,their interrelationship and the connecting theme must be indicated throughout, and this can only be done on the basis of an in depth study.

The broad framework is composed of divisions with appropriate headings. In turn, the divisions are divided into subdivisions with suitable subheadings.

It is essential that each division, subdivision, etc, should be provided with a number. Start with **1**. followed by **1.1**,and if further subdivisions are made **1.1.1 and 1.1.2 etc** .In similar fashion the next division and its subdivisions are numbered **2;2.1;2.1.1;2.1.2,etc**

Please also note that all main headings (**numbered 1, 2, 3 etc**), as well as first line subheadings (**1.1; 1.2; 2.1; 2.2, etc**) are usually typed/written in capital letters. All further subdivisions are typed /written in lower case

## QUOTATIONS

- Place direct quotations between quotation marks
- Retain the original spelling and punctuation exactly as they appear in the source
- Use a dotted line consisting of three dots to indicate that part of the quotation has been left out.
- If you add any words of your own to a quotation, place these between square brackets.
- If you wish to emphasise any part of a quotation by underlining it, or by using italics or bold type ,please indicate this in brackets immediately after quotation (own emphasis)
- Quotations may be translated to the language in which the assignment is written, but in this case no quotation marks are used. The original source must, however be acknowledged between brackets.
- If the quotation contains printing or language errors that appear in the original source, you must not correct any such mistake, but indicate that you are aware of it by writing the word **sic** in square brackets immediately after the mistake.
- If the quotation is part of a longer sentence and placed at the end of that sentence, the full stop follows **after** the quotation mark
- If a complete sentence is quoted, the full stop comes **before** the question mark

## NB QUOTATIONS MUST BE RELEVANT AND INEGRATED WITH THE TEXT

## REFERENCES

Factual material must be accounted for (where it was found and how it can be found again) by mean of a system of reference and list of references

The content construction of an assignment must testify to the fact that sources have been consulted and the subject matter properly integrated. Whether you quote an author directly or not, the mere fact that you make use of such author's ideas and arguments, places you under an obligation to acknowledge the source concerned. Should you neglect to acknowledge your sources, you must be guilty of plagiarism. Sources are acknowledged by means of comprehensive list of references at the end of the assignment and an abridged reference to the source concerned in the text itself immediately after the point at which you make use of ideas and or arguments of the author. The system according to which a source is acknowledged is referred to as a reference technique.

## References are used to;

Provide a frame of reference around which statements, arguments and conclusions of the assignment are constructed and simultaneously to provide proof of research, study, checking against and comparison with other sources and literature.

Acknowledge the author's whose factual information, standpoints or conclusions have been used. If this is not done, the student is guilty of plagiarism.

Enable the reader to consult the indicated sources and or documents him/her in order to check the facts, or obtain more information regarding a certain matter.

If you refer to or quote from a book, an article or any other source, the reference must be positioned at a suitable point in the text. The reference must contain the following information between brackets

- The **authors name** (except if it has already been referred to in the relevant part of the text), followed by a comma.
- The **year of publication** ,followed by a colon if a page number is to follow.(If the publication date cannot be found ,use the copyright date ,e.g. 1963.If no date can be found at all, indicate this by writing s.a or n.d)
- The **page number(s)** referred to (except when you are referring to the source as a whole ,in which case no page number(s) is/are indicated

## Examples

- If the **authors surname appears in the text...**Colliers' (1965:132) is of the opinion that .....
- If the **authors surname in not mentioned in the text.....**a certain author (Smelser, 1962:85) maintains that ...
- If reference is made to a **source as a whole**, no page numbers are indicated:
- .....some authors, such as Parsons (1966), go further than others (Maclver and Page, 1949)...
- If there are **two authors**, the names of both are mentioned :.....( Joubert and Steyn, 1965:61-64)..... or (Joubert and Steyn, 1965:61-64)
- If there are **three or more authors**, the surnames of **all three** are indicated in the **first** reference .Further references to the same source will only contain the surname of the **first** author, followed by the abbreviation **et al** ( **Note: et al. can be underlined or italicized** ).....(**Meyer et al,1967:126**)
- In the case of **organization**, you must provide the minimum identification :....( Zimbabwe Revenue Authority, 2016: A-12)

- In cases where the same author **published more than one work in the same year**, the letters a, b, c etc are used after the date to distinguish the different publications:  
..... (Davis, 1963a:331)...
  - Arrange a series of references in **alphabetical order** according to the surnames of the authors and separate them by means of semicolons:  
..... (Cilliers, 1965:103; Inkeles, 1964; Johnson, 1961:32)....
  - If the source concerned is not the work of a specific author, but a **report** (For instance by a commission of inquiry), you should mention the specific commission in the text (this takes the place of the author's surname) and follow this up with the date between brackets:  
....in the report of commission of inquiry into Anticorruption (2016) it was found that ....
  - References to **dictionaries** in the next:  
..... (Brown et al., 1979:100)  
According to the Concise Oxford Dictionary (J.B.Sykes [ed.], 1982:229)....  
The Reader's Digest Dictionary (1987:100).....
  - If the source is a **newspaper**:  
..... (**The Sunday mail, 14 September 2016:B4**)
  - Contributions to **conferences or symposiums**, as well as **personal interviews, telephone conversations and correspondence** are entered under the name of the author:  
..... (**Smith, 1980**)....
  - A page number is added if the contribution forms part of a **volume of papers** read at such a conference or symposium  
..... (**Collins, 1980:20**)
  - If **the contributor's surname is not known**, reference is made to the conference or symposium itself  
.....during the Manpower 2016 Conference at RIME (March, 2016)
  - If the source is an **article** published in a volume edited by a different person, it is referred to under the name of the **author**  
.....**Marais (in Smith, 1988:13)**.....
- If the source is the **internet**
- Zimbabwean Anticorruption Commission (ZAC).1988.Responses to anticorruption arguments about government officials and the law
  - (<http://www.zac.ca/respfutu.htm>)

### List of references

The **list of references** at the end of the assignment comprises a complete list of sources referred in the text (as set out above). (The list of references is not a bibliography, since a bibliography is a list of all the works consulted on the topic, whether they have been referred to the text or not.)

All publications are arranged **alphabetically** according to the surnames of the authors. If more than one publication by the same author have been consulted, they must be arranged chronologically according to date. **There is no need to separate the different types of sources.** The sources are not numbered.

The following must be indicated of each source:

- The **author's surname and initials**. If the person is an editor (ed.) is added after initials. The plural is (eds.). This is followed by **the date of the publication, the underlined title of the source, place at which it was published and publisher**. In the case of articles in periodicals, one starts with the author's and initials, followed by the date of publication and the title of the article **not underlined**. This is then followed by the underlined title of the periodical, the volume, the number between brackets, a colon, and the page numbers. **If no date is indicated, use s.a between square brackets; [s.a]. If the place of publication is not indicated, write (s.l.) and if the publisher is not mentioned [s.n.]**

The following examples give an indication of the required punctuation:

#### Book:

- HEALEY, JF, 1990. **Statistics. A tool for Scientific Research. Belmont: Wadsworth**

#### Periodical Article:

- MORROW, RA.1985.Critical theory and critical sociology. **Canadian Review of Sociology and Anthropology, 22(5):710-747**

#### Article in collective volume:

- ADAMS, B1979.Mate selection in the United States: a theoretical summarization. In BURR, W. (ed.) 1979.**Contemporary theories about the Family**. New York: The Free Press, pp.17-24

#### Dictionary

- SYKES, JB.(ed).1979.**The Concise Oxford Dictionary**. Sixth edition. Oxford: University Press

#### Newspaper Article

- **Sundaymail**, 09 September 2016.7 Killed in Union Fights, p.1.

#### Organization



- **CENTRE FOR SOCIAL AND DEVELOPMENT STUDIES.1994.A profile of the centre for social and development studies. Durban: University of Natal**

**Conferences or symposiums**

**Published papers:**

- MOTSUEYANE, S.1993.Socio-economic implications for the elderly in the new South Africa. National Conference of the South African Council for the aged, Durban: The South African Council for the aged, pp.10-15