

## 1. WRITTEN ASSIGNMENTS GENERAL SET OUT

### 1.1 WORKBOOKS

Where an assessment is in a workbook format, all answers should be entered in the space provided (in the box next to the question, titled 'Evidence').

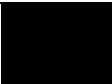
At the beginning of each workbook is a title page which must be completed correctly, failure to do so will result in your assignment not being marked.

Once you have downloaded an assignment, rename it to include your name and student number; (e.g. when you download a file named 'PHILIPPIANS WORKBOOK', change it to 'Jane Smith 100 Philippians Workbook')

If you have to do a resubmission, make your changes in the marked workbook (with comments) and rename the file again (e.g. RESUB1 Jane Smith 100 Philippians Workbook').

Below is an example of how to complete the title page and questions;

#### STUDENT DETAILS

NAME	Your Name Here
ID	Your Student Number Here
CAMPUS	e.g. Surfers Paradise or Online
DECLARATION	By colouring the box to the right you acknowledge that this your own work 

<b>PHILIPPIANS QUESTIONS</b> Answer each of the following the questions individually outlined below		<b>S- SATISFACTORY</b> <b>NYS – NOT YET SATISFACTORY</b>	
QUESTION	EVIDENCE	S/ NYS	LECTURER COMMENT
1 When was the Epistle of Philippians written?	It is estimated that Paul wrote the Epistle around A.D 59-61		

## 1.2 GENERAL ASSIGNMENTS (No Workbook Provided)

When an assignment is not presented in a workbook format, the assignment must be completed on a new word document, and the following guidelines should be followed;

All assignments are to be typed with double spacing between the lines (this includes any sermons or take-home examinations). Font type should be Arial, Helvetica, Times New Roman, or a font of similar style. The body of the text should be typed in size 10–12. It's important that you re-write the question you are answering, before you answer it in your assignment. The question should be written in bold.

*For example:*

### **Q1: Who is the author of 1<sup>st</sup> Corinthians?**

According to the letter to the church of Corinth, the author of 1<sup>st</sup> Corinthians is the Apostle Paul.

## 2. CRITICAL INCIDENT REPORTS

This is your opportunity to provide evidence of a vital dimension of competency – you can respond appropriately when things go wrong.

### **PRESENTATION**

Please adhere to the following regulations in presenting your Critical Incident Reports:

2.1 All reports are to be typed, double-spaced using size 10 Helvetica, Times New Roman or Arial font (The same as a general assignment).

2.2 They are to follow the general outline (headings) given below, although minor divergences are acceptable.

2.3 All identifying names, incidents and places must be disguised in order to protect confidentiality and anonymity.

### **OUTLINE**

#### **1. *Introduction***

Give a short background, detailing the events leading up to the incident.

#### **2. *What happened?***

Accurately and dispassionately describe what happened.

### **3. *What did I feel?***

In this section, the trainee details how he or she was feeling leading up to the incident, immediately prior to the incident, during the incident, and immediately following the incident.

### **4. *What did I do?***

Here, describe what you actually did, not what you should have done.

### **5. *How does the Bible/Theology/Social Sciences/Community Development Principles relate to this incident?***

Here the trainee attempts to REFLECT theologically and biblically upon the incident. The student also looks to what has been learned from other sources to see what perspectives these add.

### **6. *What have I learned? What should I have done?***

Summarise the lessons that may have been learned through this incident.

### **7. *Where to from here? What would I do next time?***

Here the trainee reflects on any actions that would need to be taken in the future in relation to this incident.

## **3. ORAL PRESENTATIONS**

Students are often required to give oral presentations as either a major or minor part of a subject's assessment. A part of the delivery of an oral assessment is the presentation of the orator. As such students should dress appropriately for their oral presentation assessment, as they would in delivering a sermon to their local church.

## **PLAGIARISM**

**To use a thought or a quote without proper referencing is called plagiarism, which constitutes an academic offence and is tantamount to cheating. Such plagiarism will result in failure of the assignment, since it involves the student's submitting work as his or her own, when it has been written by someone else.**

## FOOTNOTES

All assignments, including sermons, are to be footnoted in the following way:

1) Footnotes are used in the case of a direct quote, OR, when you are quoting an idea or a concept that you have found written in another person's writings (but which isn't a direct quote).

2) Footnotes are to be numbered consecutively and are to appear at the bottom of the page upon which the reference is made.

3) Footnotes are to follow the following order:

Author, A. *Book Title in Italics*, (Place of Publication; Publisher. Year Published), Page Number

e.g.

Duffield, G.P., and Van Cleve, N.M., *Foundations of Pentecostal Theology*, (Los Angeles: L.I.F.E., 1987), p.6

Examples of these are as follows:

Cox has argued that a whole new theology of money has grown up in the Pentecostal church.<sup>1</sup>

Cox is of the opinion that "Money -- why you don't have enough and how to get more -- has come to play such a central role in many Pentecostal churches that recently a whole new theology has grown up around it."<sup>2</sup>

Third, there are some who think that the Pentecostals have developed a new theology of money.<sup>3</sup>

You can see below how the different thoughts have been referenced.

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<sup>1</sup> Cox, H., *Fire from Heaven*, (Sydney: Addison Wesley, 1995), p.271

<sup>2</sup> Cox, H., *Fire from Heaven*, (Sydney: Addison Wesley, 1995), p.271

<sup>3</sup> See Cox, H., *Fire from Heaven*, (Sydney: Addison Wesley, 1995), p.271

## JOURNAL ARTICLES

A student was doing a paper on the effect of increasing age on the marriage relationship. He came across an article in MINISTRY magazine volume 6, number 3, March 1998 entitled, "Love Me, Love My Nose Hairs". He was particularly taken by a comment on page 12, of the article that went from page 10 to 20.

This is how he would footnote it<sup>4</sup>.

Author, A.. "Article Title", *Journal Name in Italics*, (Month, Year Published), Volume. Page number

e.g.

Methuselah, I.M., "Love Me, Love My Nose Hairs", *Ministry*, (March, 1998), Vol. 6, No. 3, pp. 10-20

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<sup>4</sup> Methuselah, I.M., "Love Me, Love My Nose Hairs", *Ministry*, (March, 1998), Vol. 6, No. 3, pp. 10-20

## QUOTING

A quote is a direct phrase taken from another source. Quotes can be indicated as above, i.e., in "quotation marks", or in *italics without the quotation marks*. Where an idea has been taken from the author (i.e. you have reworded the sentence), no italics or quotation marks are needed, although you must still use a footnote at the end of the sentence. It is good to use a combination of both *direct quotes* and rephrased ideas throughout your assignment.

When there is a particularly long quote (two or more sentences), it is best to indent the quote:

Cox argues that:

*Money -- why you don't have enough and how to get more -- has come to play such a central role in many Pentecostal churches that recently a whole new theology has grown up around it. It is promised on the belief that God not only wills eternal life for all believers, but robust health and material prosperity as well.*<sup>5</sup>

When a quote extends over two page numbers in the original the proper page numbering is pp.271-272.

Cox has suggested that the central idea behind the prosperity teaching is "that through the crucifixion of Christ, Christians have inherited all the promises of God made to Abraham."<sup>6</sup>

Now we have just been repeating the one quote. However, in an essay or assignment, you only have to put the full footnote reference once. After that you either repeat the name of the author, and the page number, or the name of the author plus a shortened title (particularly useful if you are referencing two separate works by the same author), or by the use of the little word, *ibid.*, p. 22.

That little *ibid.*, means, "The same author and book as the one I quoted last time".

Cox argues cogently that Pentecostalism has developed a whole new theology of money, based on the understanding that the full blessings of the Abrahamic covenant become the believer's possession through the cross<sup>7</sup>. Nevertheless, Cox is uneasy with this approach<sup>8</sup>.

Now when you have referred to two different authors and you have already footnoted each of their works once, you can shorten the second reference as well.

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<sup>5</sup> Cox, H., *Fire from Heaven*, (Sydney: Addison Wesley, 1995), p.271

<sup>6</sup> Cox, H., *Fire from Heaven*, (Sydney: Addison Wesley, 1995), p.271

<sup>7</sup> Cox, H., *Fire from Heaven*, (Sydney: Addison Wesley, 1995), p.271 -272

<sup>8</sup> Cox, p.273 or, Cox, *Fire*, p.273 or, *ibid.*, p.273

Cox feels uncertain about what he sees as an overemphasis upon money<sup>9</sup>. Hagin on the other hand expresses no such doubts<sup>10</sup>.

If you had not referred to Hagin before, then you would have needed to include the full details of his book.

## QUOTING FROM A DICTIONARY OR ENCYCLOPEDIA

When you quote from a dictionary, it is necessary to use the full title of the dictionary and full publishing details of the dictionary or encyclopedia (including editor) in your Reference List and Bibliography. However, in the footnotes we use the lower case letters s.v. (*Latin "sub verbum" – it means "under the word"*) to reference the quote. For example, let's say that a student wanted to discover the meaning of the word "foot". He consulted Dr. Igor Zikosky's Dictionary of Human Body Parts. That student found the article on "foot" on page 345 of the dictionary.

This is how the reference would look in the Bibliography or Reference List.  
Zikosky, I., *Dictionary of Human Body Parts* (Moscow: Redhead, 1999).

But this is how it would be referenced in the footnotes<sup>11</sup>.  
Zikosky, I., *Dictionary of Human Body Parts*, s.v. "Foot".

## OTHER SHORTHAND TERMS

*Ibid.*, p. 22 means, the same author, the same book as the previous author, but a different page (now page 22).

The little word *passim* means "and throughout". The apostle Paul says clearly in the epistle to the Romans that all have indeed sinned<sup>12</sup>.

*Op. Cit.*, p. 34. is a shorthand way of saying, "not the last reference and author, but the second last." It gets a bit confusing and probably a safer way to do it would be to merely quote the name of the previous author and out the page number (as we said before).

The little word *sic* means, "I am quoting it as it is written, even though the author has made a mistake".

Robinson reports, "He was a giant of a man. He seemed to tower over everybody else. His wrists were wider then (*sic*) most other men's legs."<sup>13</sup>

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<sup>9</sup> Cox, p. 273

<sup>10</sup> Hagin, p.222

<sup>11</sup> Zikosky, I., *Dictionary of Human Body Parts*, s.v. "Foot".

<sup>12</sup> Romans 3:23 and *passim*.

<sup>13</sup> Robinson, p.224

## REFERENCE LIST

This is a list of all the books that you have referenced. It is placed at the end of the assignment and is listed in alphabetical order. Please note the method of listing;

Author, A., *Title in Italics*, Place of Publication, Publisher, Year Published

e.g.

Cox, H., *Fire from Heaven*, Sydney, Addison Wesley, 1995

Robinson, D., *Songs I Learned at My Mother's Knee and Other Joins*, Surfers Paradise: Elephant, 1999.

For a journal article, this is the method used in the reference list and Bibliography:

Author, A. "Article Title". *Journal Name*. Volume Number.

e.g.

Methuselah, I.M., "Love Me, Love My Nose Hairs", *Ministry* Vol. 6., No. 3: 12

## BIBLIOGRAPHY

The Bibliography comes after the reference list and contains ALL the books and articles that you have consulted -- not just the ones you have quoted. The form is the same as the REFERENCE LIST.