A picture containing text

Description automatically generated

## Guidance for Written Assignments

(from BWYT Student Guidance Book for Certificate in Teaching Yoga)

* All assignments will need to show attainment at Level 4.
* When submitting your assignment make sure you include your name and ULN in a header OR footer and the assignment title at the beginning.
* Diagrams/charts can be used where appropriate.
* Include citations/references and clearly identify anything that is a direct quotation.

**Length of an assignment**

There is no mandatory length for each assignment, although your tutor-assessor may give you suggestions for specific assessments. However, you do need to think about what you write, making sure that you have: -

* Gone into enough detail/developed your ideas sufficiently
* Covered all the areas you need to cover
* Not ‘waffled’/shifted off topic

An essay on stress for example, will probably need to be at least 1500 words long, but not much more than 2000.

**Presentation**

* Spelling and grammar should be clear and mainly accurate.
* Use a structure that reflects the format of the written work. If it is a formal essay, for example, follow the introduction – development – conclusion format and structure your work into coherent paragraphs that lead on from each other.
* Include a bibliography/full references at the end.
* Communicate clearly in complete sentences.
* Used a clear, suitably sized font (11pt/12pt) and line spacing that makes the assignment easy to read.

**Acknowledging our Sources**

We must always acknowledge the sources we use giving an accurate record of what we have researched and the source of any quotation or idea we have used as part of our discussion.

**1) Acknowledging an idea or concept in the body of our work**

Often when we are explaining an idea as part of our discussion this will have been seen in book or handout etc. and we can simply acknowledge this by giving the explanation in our own words and then providing an acknowledgement in brackets at the end of the statement; here we must give the author, date and page number if relevant. This will then link up with the more complete reference in the bibliography at the end of the assignment.

For example:

It is difficult to stabilize the sacroiliac joint by strengthening the surrounding muscles as the only muscle to cross this joint is the piriformis muscle, which is very deep and short and therefore not easily strengthened. (Lasater, J. 2009, p84)

Alternatively, we can give the source of the concept at the start of the explanation for instance for the above idea we could say:

According to Lasater (2009, p.84) it is difficult to stabilize the sacroiliac joint by strengthening the surrounding muscles as the only muscle to cross this joint is the piriformis muscle, and this muscle is very deep and short and therefore not easily strengthened.

Then later we will include the source book in the bibliography.

**2) Use of Quotations**

When writing a quote, we would use quotation marks with the author, date and page number given in brackets afterwards. For a short quote we can simply give the quote within the body of our writing so for instance we could say:

Dharma is a core concept within the Bhagavad Gita. “Generally, dharma implies support from within: the essence of a thing, its virtue, that which makes it what it is.” (Easwaran 2007 page 31) and when related to each individual it is that which we are born to be, whether it is to be a mother, a teacher or a healer.

For a longer quote of over 30 words or so we would need to write the quote on a separate line and slightly indent it, if possible, for example:

“ The word dharma means many things, but its underlying sense is ‘that which supports’, from the root *dhri*, to support, hold up or bear. Generally, dharma implies support from within: the essence of a thing, its virtue, that which makes it what it is.” (Easwaran 2007 page 31)

The quotation must be written exactly as it is in the original and if a word is added it be must be highlighted by the use of square brackets i.e. [added] or if a word is omitted then we need to indicate this with the use of an ellipsis i.e. three dots …

When exploring a subject ensure you do not just give a series of quotes, rather you will need to use quotes as part of your discussion. Where relevant it is also very good if you can discuss what has been said in the quote.

**3) Writing a Bibliography**

We need to give our sources of reference in the alphabetical order of the author’s surnames.

**For books, record:**

The author’s or editor’s name (or names)

The year the book was published

The title of the book

If it is an edition other than the first

The city the book was published in

The name of the publisher

The page reference

e.g. Stiles M. (2000) Structural Yoga Therapy, York Beach: Weber, p13

**For journal articles record:**

The author’s name or names

The year in which the journal was published

The title of the article

The title of the journal

As much other information as you can about the journal, such as the volume and issue numbers

The page number/s of the article in the journal

e.g. Clark R. (2012) ‘Warm-Up and Mobilisation: Yoga Warm-ups’, Spectrum, Issue Autumn 2012, pp. 15-19

**For electronic resources:**

The name of the author (if known)

The date of the material published or updated (if known)

The title of the article

The type of media (email, forum, online)

The electronic address or email

The date you accessed the source

e.g. Swami Jnaneshvara Bharati (1998) Yoga Sutras of Patanjali: The 196 Sutras, (Online), www.swamij.com/yoga-sutras-list.htm (accessed 9 Oct 2012)

**For course handouts:**

Tutor name

Title of handout

Date given, if any

e.g. Beck, S, Major Joints of the Body, September 2015

**Note**: When researching for an assignment it is very good practice to keep a careful note of all material used because it becomes very challenging to find these sources again after some time has passed!

## Essay Checklist (for optional use by learners)

Before submitting final draft use the checklist to see that requirements are met:

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Considerations** | **Yes** | **No** |
| **Title** | Have I written out the full question? |  |  |
| **Introduction:** | Have I commented on the topic of the essay?  E.g. what are the main issues? |  |  |
|  | Have I included which aspects I will be dealing with? |  |  |
| **Main Body** | Does each paragraph have a clear purpose? |  |  |
|  | Is there enough explanation/ discussion? |  |  |
|  | Have I evidenced research/ reading/ critical analysis and thinking concerning the topic? |  |  |
| **Conclusion** | Have I summarised the outcome of my research/ reading/ evaluation? |  |  |
|  | Have I revisited the question to ensure that I have answered it? |  |  |
|  | Have I offered succinct concluding thoughts and remarks? |  |  |
| **General** | Have I analysed and answered the question asked? |  |  |
|  | Is there order and organisation of material? |  |  |
|  | Have I enough material as a whole? |  |  |
|  | Have I put in irrelevant material or unnecessary padding? |  |  |
|  | Have I been careful to distinguish between my ideas and those of other authors by citing and acknowledging all sources (including internet research)? |  |  |
|  | Have I added a complete bibliography of *all* sources including those not directly cited in the text? |  |  |
|  | Have I checked my spelling, grammar and punctuation? |  |  |
|  | Have I added the word count? |  |  |
|  | Have I used a sans serif plain font, size 11 or12? Have I spaces after paragraphs and headings? |  |  |
| **Header and/ or footer** | Is my name, assignment number and page number on every page? |  |  |

## Plagiarism and indiscriminate use of the internet

**Plagiarism is defined as:**

* Copying another person’s ideas and/or works, whether intentional or not, in whole or in part, from a print or non-print source, and using those ideas or works as one’s own.
* Deliberate and/or consistent lack of proper documentation and citation in the project or paper.
* Using text documentation that is not in the referencing of an assignment.

BWY wants its student teachers to develop their skills in research and presentation, evidencing an ability to study and critically evaluate a range of ideas. Assignments require you to research and pull together your thoughts from various sources and points of view withoutstealing the ideas of anyone else, presented in different texts.

Sometimes students do not realise that they are plagiarising and this can cause unnecessary distress. It is therefore very important that you check you are clear about the above definitions and follow the guidelines on how to write assignments set out here. Particularly in relation to citing and referencing sources so that you do not accidentally plagiarise another person’s work.

Deliberate Plagiarism is unacceptable at any stage of the course, as it is simply cheating. It also detracts from the academic and personal development aspects of the course.

**More details can be found in the BWYQ Plagiarism Guidelines and BWY Plagiarism policy, which also details how incidences of plagiarism will be dealt with. Student teachers should also familiarise themselves with the BWYT Malpractice and Maladministration Policy, delivered at induction and available from tutors.**

## Internet usage

A common cause of Plagiarism is cutting and pasting from the Internet. It is not acceptable to cut and paste chunks of information from Internet sources and present it as your own, nor is it acceptable to use another students’ work as your own that may have been found on a website or elsewhere. All work must be cited, fully referenced and placed in quotation marks or set out as indented paragraphs.