



ALPHACRUCIS COLLEGE
NEW ZEALAND

Assignment Guide

With a quick Turabian Referencing Guide

Contents

Introduction	3
Fulfilling Assignment Requirements	3
Formatting your Assignment.....	3
Word Count.....	3
Organisation of an Essay	4
Inclusive Language.....	4
Timely Submissions of Assessments.....	4
Format of Title for Uploaded Assignments	5
Plagiarism Checking	5
AI Guidelines.....	5
Guidelines in Referencing	6
Using Scholarly Sources	6
Writing Both Your Ideas and the Ideas of Others	6
Plagiarism	7
Quoting from Others.....	7
How to Insert a Footnote.....	9
Zotero	9
Finding Bibliographic Details.....	9
Turabian Referencing	10
Book with One Author.....	10
Book with Two or Three Authors.....	11
Chapter in a Book.....	11
Journals.....	12
Online Sources	13
Interviews or Oral Communication	13
AI Tools.....	13
Referencing the Bible	15

Introduction

In this manual we have provided some basic instruction on writing assignments according to the Alphacrucis requirements. It provides guidelines on how to format and organise your assignment and then provides a simple guide to Turabian referencing. For a more comprehensive guidance on Turabian referencing see the Turabian referencing guide provided on Moodle.

Fulfilling Assignment Requirements

Each assignment has been carefully written to ensure that learning outcomes are assessed. To ensure that you meet the requirements of each paper you must fulfil all the assessment instructions. You will find a schedule of how each of the learning outcomes are assessed in the paper outline's *Assessment Summary* and *Marking Schedules*.

You must have read this handbook and the ***AI Guide for Students*** before you begin your assignments.

You must also include a completed and signed ***Assessment Cover Page*** with all assignments except weekly reflections and forums.

Formatting your Assignment

When formatting your assignment:

- Begin each assignment with the cover page (provided for you under the Assessment Grid, on Moodle); this includes course code and name, lecturer's name, assignment number or name, wordcount, the date submitted, your name and a plagiarism and use of AI declaration. (But note that weekly reflections and forums do not require a cover page)
- Use Word.doc format with standard template margins
- Set at 1.5 spacing
- Use a standard 11-12-point font (Arial, Calibri or similar)

Word Count

You are given a 10% leeway in the wordcount of your assignment – this means that assignments are to be no more than 10% over or 10% less than the given word count. For example, if the required wordcount is 1000, your essay must be between 900 and 1100 words. If the assignment exceeds this leeway, you may lose 10% of your grade (and a further 10% for any additional 10% in excess or shortage).

Please note that all quotations contribute to the word count, however, your abstract, bibliography and footnotes do not contribute.

The one exception to this is in exegetical assignments - the scripture quotation of the passage that you are exegeting does not count in your word count.

Organisation of an Essay

The body of the essay should consist of an introduction, conclusion, and logically laid out paragraphs. Provide headings and sub-headings as appropriate.

Paragraphs are groups of sentences (usually between 3 to 8). Each paragraph should contain one main idea. These sentences are to be logically connected and flow smoothly.

A paragraph will often have these 4 main parts:

- A sentence which introduces the main idea.
- Supporting sentences in which you develop the main idea with explanations and examples.
- A sentence providing evidence from your research that supports your explanations.
- The concluding sentence that summarises the main idea or provides a final thought.

Inclusive Language

In any writing or speaking language must be used that avoids biases or language that discriminates due to race, gender or socioeconomic status, for example:

- Use gender neutral words such as “police officer” instead of “policeman”.
- Unless you are referring to a specific person, try to use gender neutral pronouns. You can do this by using they or them as a singular pronoun – i.e. “Each person must clean their own workspace.” Alternately you can alternate gender pronouns throughout your essay.
- Avoid identifying gender, race or socioeconomic status if it is irrelevant – i.e. Don’t say “A female author said ...”, when you wouldn’t say “A male author said ...”.
- Ensure that any paired words are equal – i.e. not “man and wife”, but “husband and wife” or “man and woman”.

Timely Submissions of Assessments

It is essential that you submit your assignment by the due date. Not only is this a standard requirement of all learning institutions, but being behind with your study is

detrimental to your learning. Late assessments will incur a daily penalty of 3% up to seven days. Assessments more than seven days late may not be accepted.

To apply for an extension, complete the Request for Extension Form. You will find this on the Moodle homepage. To ensure you don't miss out on your extension, complete this form at least 24 hours before the assignment is due.

In recognition that most of our students are adults with numerous responsibilities, a one-week extension can be requested on the basis of busyness with work, church, family and study. Further extensions will only be granted on the following grounds:

- Medical illness (certified by Doctor's Certificate)
- Extreme Hardship
- Compassionate Grounds

If you are suffering extenuating circumstances that is making study difficult for you, please contact your Tutor or a member of the Student Engagement team to discuss this.

Format of Title for Uploaded Assignments

The title should use the following format: 'student last name/first name. Paper Code. Assignment Number', e.g. "Brown, Joe. MIN301. Assignment 3."

Plagiarism Checking

When you submit your first assignment you will find that a box pops up that asks you to accept *Turnitin*[™]. You must click yes to accept this as all assignments must be submitted to *Turnitin*[™] for plagiarism checking.

AI Guidelines

The purpose of study is to grow in your ability to learn, to think critically and to develop ethical discernment. Alphacrucis encourages the wise use of Gen AI tools, these tools are to be used in a way that will support, and not substitute, independent thought and skill development.

Responsible use of AI means that you will:

- Use AI only as it is permitted in the assessment instructions in your paper outline
- Ensure that your learning, analysis and reflection come first, with AI as a supplementary tool
- Understand the purpose of the assessment before using Gen AI.
- Be aware that Personal information and confidential church information should not be uploaded into a public GenAI system.

Alphacrucis has provided a document called *AI Guidelines – Students*, that will be provided in each Moodle shell under this Assessment Guide. You must read this before using any AI in your assessments.

Guidelines in Referencing

Using Scholarly Sources

You will see in your assignment instructions that you are required to use scholarly sources. Scholarly sources (or academic sources) are written by subject experts; people who are respected in their field and who have researched their information. These sources will also be what is called “peer reviewed”; this means that their work will be read by others and be part of the worldwide discussion on this topic. Often the simplest way to tell this is by looking to see if the reading has footnotes and a bibliography. If you are not sure about what sources to use, then ask your lecturer for advice.

Sources such as Wikipedia, Chat GPT, magazines, newspapers, blogs, social media and personal websites are not scholarly sources. These may be used for background information but will not be considered part of your required number of sources.

The best places to find your sources are from the readings provided for you on Moodle and books, articles and journals from the Alphacrucis library.

Writing Both Your Ideas and the Ideas of Others

When writing an essay, you are to use both your own ideas and the ideas of others.

Every assignment should be written in your own words to show that you:

- Are gaining knowledge and understanding about this subject.
- Understand the relevance of this subject to your own and /or New Zealand context.
- Can express an understanding of this subject in your own words.

Every assignment should be supported by other sources to show that:

- Your thinking is valid – that it is supported by other people.
- You are reading course material and researching appropriately.
- You are acknowledging the work of others and are not plagiarising.

Plagiarism

Plagiarism is when you present (write or speak) someone else's ideas as if they were your own. Plagiarism attracts severe penalties. Rather than copying other people's work, build confidence in yourself as a learner. And when you are not confident ask for help.

When you use the ideas of others you must acknowledge them in a footnote. Then the books or sources that are used in your footnotes are to be written in your bibliography. You do not need to put the Bible in the bibliography.

However, an exception is when an idea from a reading is "common knowledge". Common knowledge is knowledge that lots of people know or can be found easily in many sources, such as, "Wellington is the capital of New Zealand". You do not need to acknowledge the source when the idea is common knowledge.

Quoting from Others

There are 3 general ways that we can use the ideas of others.

1. **Write the whole quote in full.** When you do this anything that you quote directly must be put within quote marks. Quotes must be written exactly as the author has, using the same grammar, spelling, wording, italics and punctuation.
2. **Paraphrase what the author said in your own words.** In doing this you demonstrate understanding of the quote and will integrate its content into your essay more easily. However, you must make sure that you do not misrepresent the author; that you are saying what the author said. As you are using the authors ideas, you will still need to provide a footnote.
3. **Write most of what the author said in your own words while directly quoting a few of the words** that have particularly significant meaning or that would be less well said if you wrote them in your own words. The words that you directly quote must be put within quote marks as in 1 above.

It is often best to acknowledge the author of the source **in the body of your essay**. For example – As McKnight reminds us, "we are to give everyone profound respect and honour for *who they are*".¹

Important information when quoting

1. **Keep your quotes short** – Choose a quote that helps to add value to what you are saying and then decide the important segment of that quotation.
2. **Always explain the quote's significance** – never just put a quote in your essay to pad your content or just to show that you are quoting. Make sure that each

¹ Scott McKnight and Laura Barringer, *A Church Called Tov: Forming a Goodness Culture That Resists Abuses of Power and Promotes Healing* (Carol Stream, IL: Tyndale House Publishers, 2020), 144-5.

quote adds value to your argument and explain how this quote fits within your argument in your own words.

3. **Use square brackets** when you are editing or altering a quote. For example, when the quote begins at the beginning of a sentence and you want it in the middle of yours, you can put the letter that you have changed from a capital to a lower case in square brackets - like this, [t]here. Or if you want it to fit grammatically in your essay, e.g. “For what I [Paul] received I passed on to you as of first importance” (1 Cor 15:3).
4. You may want to shorten the quote by omitting words from the original text. Do this by putting an **ellipsis (three dots)** in place of the missing words. The remaining words must both make sense and be true to the intent of the original.
5. If **the quote covers five lines or more** then format it as a block quote. Do this by separating it from the main text on a new line and by indenting the quote from the left margin. Use the same font and size of font as the main text. Do not use quotation marks at the beginning or end of the quotation and place the superscript footnote number after the closing punctuation of the quote. The sentence that comes before the quote should end with a colon. For example:

Alphacrucis College places emphasis on the submission of written work as part of course requirements for the purpose of student assessment, and as crucial in the formation of certain academic and personal disciplines. These guidelines are for the benefit of students who genuinely care about their studies and want to ensure that their work is of the highest quality.²

6. If you find a quote in a book or source, that you would like to use in your essay, but you **do not have the original source** then, when you write the footnote, you must give the full citation information for the original source followed by the full citation information of the source you got this from. For example:

New Zealand Assemblies of God General Council Minute Book (5) p1-11. Quoted in Ian G. Clark, *Pentecost at the Ends of the Earth: A History of the Assemblies of God in New Zealand, 1927-2003* (Blenheim, NZ: Christian Road Ministries, 2007), 86.

Note, however, that it is best practice to track down the original source wherever possible.

Keeping track

You will find that it is so easy to lose details of the sources that you would like to quote in your essay. So, it is important that you find a way of note-taking that keeps track of every source and the page number for each specific quote. Make sure you also indicate

² Alphacrucis College, *Student Handbook*, 28.

in your notes every time when you are directly quoting someone else's words so that you don't mistake it for your own note taking. By developing good practices, you will avoid plagiarism.

How to Insert a Footnote

If you are using MS Word, insert a footnote by clicking on the 'References' tab in the top bar, and finding the button that says, 'Insert Footnote', or use the shortcut Ctrl + Alt + F (Command + Option + F for Mac). This will automatically format your footnotes in order at the bottom of the page. If you are using a referencing software like Zotero, you can use the MS Word Plug-in to insert references into your assignments.

A footnote should always appear after a punctuation mark, usually at the end of the sentence after the full stop. Note that you can sometimes put the footnote partway through a sentence (but after the relevant punctuation) if required to make it clear that you are referencing a resource only in a particular part of the sentence. If you are citing multiple resources in a single sentence, only put one footnote at the end of the sentence but separate the resources in the footnote with a semicolon between each source.

Zotero

You may wish to use citation software like Zotero. You can find video instructions to both install and use Zotero on Moodle under Study Skills.

Finding Bibliographic Details.

Here are some suggestions of how to get the bibliographic details that you will need for your footnotes and bibliography.

- Search for the details in the first few pages of the book you are reading.
- Go to the AC library and find the book and then click on the icon that says "citation" – you will then see the option to "copy the citation to your clipboard" and paste this citation. Remember that you will need to adapt this citation to be suitable for footnotes.
- Find the bibliographical detail provided for readings on Moodle or in the Paper Outline.
- If you are still struggling to find these details you can google the book or look for it under Amazon and find the details there.

Turabian Referencing

At Alphacrucis College the Turabian Style of referencing is used. The Turabian style cites bibliographical information in the **footnotes** and then lists all the bibliographic information in a **bibliography** at the end of the paper.

Three important points to note:

- A reference in a footnote appears a little differently to when it is in the bibliography. The main differences are the way the author's name(s) are ordered and punctuation (commas vs full stops, inclusion of brackets or not).
- In a footnote you give the specific page number that you are citing, whereas in the bibliography you do not.
- In your first footnote you must provide the complete biographical information. After that you are to provide an abbreviated version.

Below are examples of common types of sources. When you read them, note the punctuation, italics and brackets. For further information see the Alphacrucis Turabian Guide *How to Reference Turabian*, provided on Moodle. You will also find some general notes below.

Book with One Author

Footnote:

Name of author, *Title in italics* (Place of publication: Publisher, Date of publication), Page number. For example:

Jacqueline Grey, *Them, Us and Me: How the Old Testament Speaks to People Today* (Sydney: APPS & SCD Press, 2007), 45.

Subsequent footnote:

Authors surname, *Shortened Title*, page number. For example:

Grey, *Them, Us and Me*, 45.

Bibliography:

Surname of author, First name(s). *Title in italics*. Place of Publication: Publisher, date of publication. For example:

Grey, Jacqueline. *Them, Us and Me: How the Old Testament Speaks to People Today*. Sydney: APPS & SCD Press, 2007.

Book with Two or Three Authors

Footnote:

Name of authors, *Title in italics* (Place of publication: Publisher, Date of publication), Page number. For example:

Neil J. Ormerod and Shane Clifton, *Globalization and the Mission of the Church* (Edinburgh: T & T Clark International, 2009), 4.

Subsequent footnote:

Authors surnames, *Shortened Title*, page number. For example:

Ormerod and Clifton, *Globalization*, 4.

Bibliography:

Surname of first author, First name and names of other authors. *Title in italics*. Place of Publication: Publisher, date of publication. For example:

Ormerod, Neil J., and Shane Clifton, *Globalization and the Mission of the Church*. Edinburgh: T & T Clark International, 2009.

Chapter in a Book

When a book is a collection of essays or chapters, written by different authors and compiled by an editor. Note in the example the editor is “Francis Chan et al” because there are more than 3 editors.

Footnote:

Name of author, “Name of chapter,” in *Title in italics*, ed. Name of editor(s) (Place of publication:

Publisher, Date of publication), Page number. For example:

Ruth Hayley Barton, “A Steady Rhythm,” in *The Road We Must Travel: A Personal Guide for Your Journey*, ed. Francis Chan et al (Brentwood, TN: Worthy Publishing, 2014), 132.

Subsequent footnote:

Authors surname, “Shortened title of chapter”, page number. For example:

Barton, “A Steady Rhythm,” 132.

Bibliography:

Surname of author, First name(s). "Title of chapter" In *Title in italics*, edited by name of editor(s), page numbers of chapter. Place of Publication: Publisher, date of publication. For example:

Ruth Hayley Barton, "A Steady Rhythm," in *The Road We Must Travel: A Personal Guide for Your Journey*, ed. Francis Chan et al, 131- 137. Brentwood, TN: Worthy Publishing, 2014), 132.

Journals

Note that within journal citations the title of the article is in "inverted commas," and the title of the journal is italicised.

Footnote:

Author(s), "Title of the Article," *Title of the Periodical or Journal in italics*, Volume or issue number (Publication date): Page numbers.

Examples

David Parker, "Situating the Spirit in the Preface of the Acts Narrative," *APS* 9 (2005/6): 77.

Shane Clifton, "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit," *Pneuma* 29, no. 1 (Spring 2007): 10.

Subsequent footnotes:

David Parker, "Situating the Spirit in the Preface of the Acts Narrative," 77.

Eric N. Newberg, review of *Extreme Islam: Anti-American Propaganda of Muslim Fundamentalism*, 121.

Bibliography:

Parker, David. "Situating the Spirit in the Preface of the Acts Narrative." *APS* 9 (2005/6): 74-80.

Clifton, Shane. "The Spirit and Doctrinal Development: A Functional Analysis of the Traditional Pentecostal Doctrine of Baptism in the Holy Spirit." *Pneuma* 29, no. 1 (Spring 2007): 5-23.

Online Sources

When citing an online source, you need to include the URL and the date that you accessed it. Note the extra word “video” in the example to denote it is a video.

Footnote:

Name of author(s), “Title of article or video,” Name of source, URL [date accessed]. E.g.

Timothy Mackie and Jonathan Collins, “Sabbath,” Video, The Bible Project, <https://bibleproject.com/explore/video/sabbath-video/> [accessed 21st November, 2022].

Bibliography:

Surname of author, first name of author and name of subsequent author(s). “Title of article or video,” Name of source, URL [date accessed]. E.g.

Mackie, Timothy and Jonathan Collins, “Sabbath,” Video, The Bible Project, <https://bibleproject.com/explore/video/sabbath-video/> [accessed 21st November, 2022].

Interviews or Oral Communication

Reference **interviews** in the footnotes and only include it in the bibliography if it is the central component of your argument. Include the name of person being interviewed, name of the person conducting the interview, location and date of the interview, and location of the transcripts if applicable. For example:

David Shields, interview by author, Napier, February 15, 2024.

To reference **conversations, e-mails, text messages**, include the name of the person, type of communication, and date.

Steven Tyler, e-mail message to author, June 28, 2023.

AI Tools

The use of AI tools should be cited in a footnote and not included in the bibliography.

You must always specify:

- Which tool you used (e.g., ChatGPT, DALL.E)
- How you used it
- When it was generated

The format of a citation will be: ChatGPT which stands in as “author” of the content, and OpenAI (the company that developed ChatGPT) is the publisher or sponsor, followed by the date the text was generated.

Footnote Example:

Text paraphrased by ChatGPT, OpenAI, Generated March 7, 2023.

Further examples:

If you have used an AI tool to construct an image or diagram, cite this in a footnote like this one:

- Image generated by Leonardo.Ai, in response to “Jesus playing badminton in the style of Caravaggio,” September 12, 2024 <https://leonardo.ai>

If you have used a large language model (such as ChatGPT) as a research tool (when using Option A), insert a footnote like this one to declare this where relevant. Note, however, that this is not counted as a “scholarly source” in assessment criteria.

- Text generated by ChatGPT, in response to “Tell me about confirmation bias,” March 31, 2023, OpenAI, <https://chat.openai.com>. Edited for style and content.

If you have used an AI tool as a research tool (when using Option A), insert a footnote to declare this, as in this footnote. Note, however, that this is not counted as a “scholarly source” in assessment criteria.

- ChatGPT, response to “Explain how to make pizza dough from common household ingredients,” OpenAI, Generated March 7, 2023

Notes:

- Any designations such as Dr, Professor, Mrs, or academic qualifications etc., are omitted from your citation of the author
- The Title of the book is italicised
- The Title of the Book retains the original spelling
- The Title of the Book should be capitalised except for the articles, prepositions and coordinating conjunctions (For example the words: ‘the’, ‘and’, ‘for’, ‘but’, ‘or’, ‘it’, ‘a’, ‘is’, etc., are not capitalised within the title unless it is the first word of the title. See Jacqueline Grey example above)
- The ‘Facts of Publication’ ARE put in parentheses or brackets in the footnotes but are NOT put in parentheses or brackets in the bibliography!
- The author’s name is in a different order in the footnotes compared to the bibliography. (In the bibliography the author’s surname comes first, in the footnotes the author’s given name goes first)

Referencing the Bible

When you are referring a Bible verse or verses, you are to insert a biblical reference in brackets, after it is quoted. A list of biblical references should have semicolons separating each.

You are to note the version of the Bible being used after the first biblical quote. The version will not be mentioned again unless the version is changed.

For example, The fruit of the Spirit are “love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control” (Gal 5:22-23 NIV). Paul describes how indulging the sinful nature leads to acts that harm the person and the community (Gal 5:13, 19-21; Rom 7:5).

You do not need to quote the whole verse. For example, Paul is continually encouraging the early believers to stand firm in the faith (1. Cor. 16:13; Gal. 5:1; Eph. 6:14; & 2 Thess 2:15).

For accepted abbreviations see the *How to Reference Turabian*, provided on Moodle.

End of Guide.