Guidelines For Written Assignments & Presentations

Master of Occupational Therapy Program Guidelines for Written Assignments

The goal of the Guidelines is to provide suggestions for consistency in written assignment expectations across the MOT program. Specific guidelines regarding an assignment from an instructor may differ from the suggestions listed below. Please direct any questions to the specific instructor.

Learning to use the American Psychological Association format is essential. A portion of the marks for most assignments relates to your ability to write, cite and reference appropriately.

The method through which you retrieve your information (i.e. hard copy or electronic) is essential in determining the format of the citation/reference. Review and familiarize yourself with the following resources that will assist you in preparing assignments.

Required Texts


The most comprehensive guide to citing and referencing resources. In addition to the mechanics of citing and referencing this guide also contains useful chapters related to expressing ideas and reducing bias in language (see Chapter 3), and the mechanics of style (see Chapter 4).

Recommended Resources

Resources for Academic Writing and Communication in Clinical Practice, via Faculty of Nursing umanitoba.ca/faculties/nursing/current/communications.html

U of M Academic Learning Centre umanitoba.ca/student/academiclearning

MOT program exceptions to APA Style and Formatting

Title Page. A title page is the first page of your written assignments. Do not use the APA format; refer to the following samples for an example of the title page format. Do not include a page number on your title page. A title page is not required for UM Learn assignments.

Running Head. Include your student number on the top of every page starting with page two.

Abstract. An abstract is not required.

Preferred Typeface/Font. In addition to 12-point Courier and 12-point Times New Roman fonts (preferred typefaces in APA), 12-point Arial is also acceptable.

Spelling. The APA publication manual specifies the use of American spelling however, the OT program supports the use of Canadian spelling (for example, behaviour, colour, program, organization, and centre). The Canadian Concise Oxford Dictionary is a good resource. When quoting or citing from an already published work, use the spelling as it appears in the original document.

Guidelines for Effective Presentations

Please refer to this link for the Guidelines for Effective Presentations guide: http://umanitoba.ca/faculties/health_sciences/medrehab/ot/media/GUIDELINES_FOR_EFFECTIVE_PRESENTATIONS.pdf
Additional Citing and Referencing Guidelines

Academic or Fieldwork Course Assignments or Evaluations.

Paraphrasing verbal or written feedback you received from a professor or fieldwork educator regarding an assignment or your performance:

<table>
<thead>
<tr>
<th>Reference List</th>
<th>Since this is personal, private information, it is not recoverable data on therefore not listed on the Reference List.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation in text</td>
<td>Cite it as a personal communication and include the date you received the information as part of the citation.</td>
</tr>
<tr>
<td></td>
<td>• J. L. Smith (personal communication, month day, year) OR</td>
</tr>
<tr>
<td></td>
<td>• (J. L. Smith, personal communication, month day, year)</td>
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</tbody>
</table>

Paraphrasing a document that you have authored

<table>
<thead>
<tr>
<th>Reference List</th>
<th>• Your last name, first initial. (month, year). Title of assignment, course name &amp; number. Winnipeg: University of Manitoba, Occupational Therapy Department. Confidential course assignment/evaluation. Note: If you include more than one assignment on your reference list written in the same year, include a lowercase letter (e.g., a, b, c, etc.) immediately after the year, within the parentheses.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation in text</td>
<td>• (Your last name, year and lowercase letter if applicable).</td>
</tr>
</tbody>
</table>

If you are quoting directly in any the above instances, follow the APA guidelines for quotations.

Catalogue

<table>
<thead>
<tr>
<th>Reference List</th>
<th>• Name of Company. (year, season or month). Title of Catalogue. [Catalogue] City of publication, Province or State of Publication: Author.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citation in text</td>
<td>• Name of Company (year and season or month if applicable, page #, item #).</td>
</tr>
</tbody>
</table>

Bibliography


Sample Title Page

Insert the title of your paper: Note the capitalization and punctuation format.

Submitted to: [insert name of instructor]

Submitted by: [insert your student #]

Partial Fulfillment of: [insert course: OT####]

Date: On or before [insert due date]
Sample Page 1 When No Title Page Required

Insert student # here

Insert the title of your paper: Note the capitalization and punctuation format.

Begin typing the body of your paper here; this is page number 1. All paragraphs are indented ½ inch and double-spaced. There is no need for a cover sheet/title page for papers submitted via UM Learn.