

Interact2 Journal Formatting Guidelines - ICT Project Management

	Guidelines	Reasoning/Explanation
01	Journal space on Interact2 presentation text width between 70-80 characters including spaces.	If you set it bigger, your lecturer will not be able to mark your work.
02	Font types and sizes consistent throughout and paragraphs well formed.	The standard default font on Journal is fine. Do not tweak it. You may use Bold, Italics, etc.
03	Submit answers to all work in one single journal entry.	If you submit more than one, you will get the one with the lowest mark. You have full editing rights, kindly remove all unnecessary material before date due.
04	No attachments (DOC, PDF, JPG) allowed. ITC505 - Assignment 4 All Students of the same team must submit a similar presentation. One MP4 file attachment permitted only per student. The other may be the Team Marks Final Ratings spreadsheet.	Every student to submit the same MP4 individually. Not a link. This is to facilitate accreditation.
05	ITC505 - Assignment 2 and 4 :Turnitin Declaration Declaration: This assignment has a Similarity Report score of x%.	Please do not attach any report to the journal. Your lecturer will be able to view the source document in Turn It In.
06	Avoid using dot points, bulleted points, numbered points in your work. Unless it is an assignment that specifically instructs you to produce in dot/bulleted/numbered points. ITC505 - Assignment 4 : Points may be used on slides.	Lists do not display your understanding of the subject matter and may even appear disjointed to the reader/marker.
07	Meet word limits in each question (allowance of +/- 5%). Table of contents are not required. Reference List is not included in the word count. ITC505 - Assignment 2 :	Failure to follow all the above rules, [eg. if you do not meet word limit for one question but meet for the others] this is

	Word Limits do not generally apply and are not needed. As a guide, 1000 words for Reflection. ITC505 - Assignment 4 : No word limit. Do not paste entire paragraphs on slides.	considered as not meeting word limit for all: you can transfer word limit across tasks.
08	Please use UK English spelling throughout.	Exception are for students residing in the USA taking this subject.
09	All work presented should be carefully proofed, so that spelling and typographical errors are corrected.	
10	If acronyms and jargon are used, please explain them in the first instance, then use the abbreviated form in the rest of the report.	
11	Only APA 7th Edition Referencing is used. All language used should not be sexist.	If you use another referencing method, you will lose marks.
12	Appendices are not to be used.	
13	Use of headings and subheadings can be used for clarity. ITC505 - Assignment 4 : Pre-assigned Task numbers MUST be used for clarity of submission.	
14	It is important to get the balance right between the citing of referenced material and your own interpretation and ideas. When using your own thoughts and ideas, you can signal the reader by using words and phrases such as 'it can be argued that...', 'it is evident that...' and 'it seems as though...'	May not be applicable for Assignment 4.
15	Writing in the third person is expected in all pieces of work. Unless it is an assignment that exempts you from this rule. Assessment 2 Reflection is exempted.	
16	Always POST ENTRY, do not SAVE AS DRAFT. Do not make changes to your entry in journal after date due.	This will allow the lecturer to guide you along the way; you are given full editing rights to

		the journal. DO NOT EDIT the journal after the due date/time or you will lose marks.
17	All dates/times mentioned and used are in Australian Eastern Standard Time (or Australian Eastern Daylight Savings Time) or Sydney time.	No matter where you are in the world, the assignment due date/time is counted in Sydney time.