



Guidelines and rules for written assignments

September 2020

During the course of the Theology study, there will be many written assignments. Take, for example, an essay, a memorandum, a thesis, a literature review, a workpiece, a dossier or a paper. On *Sakai*, you can find clear instructions regarding the requirements for written assignments, what the objectives are and what the scope should be.

All written work must meet the following formal criteria:

- *Chicago Manual of Style* is used in the bachelor's phase and the main phase of the master's programme (from cohort 2019 onward, earlier cohorts may choose between *Chicago* or *BCG 2015*). In the specialization phase and the various specialization subjects of the Master of Theology General Programme, lecturers are free to accept different referencing systems for theses and assignments, as long as these are consequently applied and academically justified.
- Title page includes title and possibly subtitle, student's name and student number, name of the education programme or module, name of the lecturer(s) and date of completion.
- Header or footer texts with page numbers, title and student's name.
- Letter font size 12
- Line distance 1.5
- Headings, sub-headings and paragraph titles according to a consistent system
- Images, tables, graphs, and maps are numbered consistently and always referred to in the text; each table, image, graph, or map should have a title/description and an accurate citation of the reference source.
- Correct spelling (use a dictionary) and accurate punctuation. In the case of an average of more than three spelling mistakes per page, the work will be returned for improvement

unassessed.

- The file name of the document contains the student's name, the date of completion and the name of the education module or programme component.
- Work is submitted, preferably, in PDF format, unless otherwise specified on Sakai.

All work is submitted as an assignment on Sakai within the prescribed deadline. If a written production does not meet the prescribed formal criteria, the student will receive the returned work with orders to adapt it within two days.

For graduation theses the appropriate Thesis Regulation applies, in addition to these guidelines and rules.