



This document outlines the necessary steps in planning and writing an assignment. Writing assignments at university often takes **much longer** than you would expect, so allow plenty of time for all of the steps below.

1. Analyse and understand the question or task you have been set. If you are confused about the assignment requirements, seek help.
2. Find relevant academic sources to help you answer that question or complete the task. Use the [Library](#) as your first research destination. Avoid Wikipedia and Google because you need reliable, academic sources. Using sources like these is okay to gain some general background information on a topic, but they are not acceptable academic sources for your assignments.
3. Read and take notes from a variety of journal articles, books etc. Write notes in your own words to help avoid plagiarism, and clearly signal when you are directly quoting somebody. Record the bibliographic details of your texts and the page numbers where information came from.
4. Draft a plan for the structure of your assignment, identifying where your ideas and research will fit into the assignment structure.
5. Write a draft of the assignment in the required format (essay, report etc.) including in-text references. If you are not familiar with the assignment format, look into what is expected.
6. Create a reference list using the [referencing system](#) your lecturer wants you to use. If using Harvard referencing, use the Harvard referencing guide UniSA and [Roadmap to referencing](#) to help you. If using another style, consult similar guidelines.
7. Edit the assignment to ensure that it clearly presents your ideas to the reader.
8. Proofread your writing for typing, spelling and grammar errors. Note that the editing and proofreading can take almost as much time as the drafting, so plan to have about two days for steps 7-10.
9. Ask a friend or family member to read your work to make sure it makes sense, and revise further if it does not.
10. Submit the assignment online (or in hard copy if applicable) through myUniSA or learnonline.

The next page contains an example of a full-time student's assignment planning for the first few weeks of study period. Assignment due dates for each course are in bold.

	Week 1	Week 2	Week 3	Week 4	Week 5
Course A	<i>Learn to use databases; check Harvard Referencing system</i>	<i>Find &amp; read 3 articles for essay plan</i>	<i>Draft essay plan</i>	<i>Complete essay plan</i> <b>Submit essay plan 15%</b>	
Course B	<i>Read about how to write journals entries</i>	<i>Write entries for week 1&amp;2</i>	<i>Write entry for week 3</i>	<i>Write entry for week 4</i>	<b>Submit weekly journal entries 15%</b>
Course C	<i>Check out more databases</i>	<i>Find and read 5 articles for short essay</i>	<i>Draft short essay</i>	<i>Complete short essay</i> <b>Submit short essay 20%</b>	
Course D	<i>Read about how to write academic reports</i>	<i>Find 4 articles for report</i>	<i>Read articles for report</i>	<i>Draft report</i>	<i>Complete report</i> <b>Submit report 20%</b>