

Assignments FAQ

[Fatima Kozacoka](#), [Marloes Schoonheim](#)

[Geneva Foundation for Medical Education and Research](#)

What is the first step to be taken while preparing the assignment?

For any assignment, the first step is to read and find information sources (official reports, papers, articles) related to the subject that you study. You can consult hard copies in a library or find them on the internet. From these sources, you should extract the information that you need for the assignment. In scientific research this process is called literature search. All of your assignments should contain literature search.

What kind of structure must the text in the assignment have?

Structure of any assignment text needs to be clearly developed. Your text needs to be written in full, well-developed sentences and not in bullet points. The text structure would benefit from the use of an outline, explicit headings, analyses and the interpretation of evidence. If the structure of your text is clearly developed, the reader can easily understand the flow of your key arguments and thoughts.

What kind of information can be included in the assignment?

You can include in your assignment any information relevant to the question set. Please note that the selected information needs to be comprehensive and evidence-based and has to contain statistical examples. There should always be evidence or sources in support of the information you provide. This course is set up so that you can develop your abilities to support your arguments with appropriate evidence and examples of relevant researches.

When do I need to mention the sources of information?

You should **always** acknowledge the source of information/text/ideas borrowed from elsewhere to avoid accusations of plagiarism. If you use the exact quote from an online source or hardcopy, you should use quotation marks ('and'). If you describe information in your own words, use endnotes.

How should I mention the sources when I provide a data/information borrowed from elsewhere?

You can acknowledge the document(s) you have consulted by creating a list of references in the end of your assignment. Any scientific paper without reference citation is not considered reliable. Please note that the text body needs to be linked to the list of your references. References should be numbered consecutively in the order in which they are mentioned in the text.

How I can I learn about correct academic references citation?

References need to be developed according academic standards and the National Library of Medicine (NLM) style. To learn about correct references citation and find examples please follow the link below.

http://www.gfmer.ch/writing/NLM_style.htm

Before you submit

Please make sure that the layout of your assignment is exactly like that of the template.