

Excel Christian Counselling

Knowledge Module 00

Academic Writing

(Pre-Requisite)



Excel
Christian Counselling



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Section 1:

Purpose of this Module:

This module aims to give the newly enrolled student a basic understanding of how Excel Christian Counselling requires students to hand in their assignments regarding cover pages, page numbering, font size and style, in-text citations, and works cited. The student will be required to adhere to these set standard requirements. These requirements also help the student maintain academic integrity, diligence, and professionalism.

It is also important for a student to understand the importance of honouring other people's intellectual property, by referencing the sources correctly and also paraphrasing the information that they used from another source to answer the IAC questions. In this module, the students will learn Excel Christian Counselling's plagiarism policy and will also have to sign that they choose to adhere to the rules and principles within the policy and that they will not commit plagiarism.

In this module, we will be looking at how the student will need to set up their assignment in terms of the cover page and the writing requirements in terms of font size and style, page numbering, spacing, and margins. The students will have to follow these rules and guidelines for all the assignments that they submit for grading.

Section 02

Template for the cover page and required settings:

It will be good for you to create a template (word document) for all your assignments with the settings and cover page in place, which you can use throughout your studies at Excel Christian.

Cover page Template:

Name: Test Tester

Student Number: SCW/COL/2021/111

Course Code: SCW

Level: NQF5

Module no: KM03

Date: 7 July 2022

Start immediately on the same page after the cover page details with the first IAC question.

After the above information, follow with the IAC's Code, Title, and your answer. See the example below:

IAC0101 Identify and explain, with the aid of guidelines, the different approaches or counselling theories to well-being.

Your Answer...

IAC0102 recognise the scope and describes circumstances that warrant the referral to an appropriate service that can address the needs of the counselee at hand.

Your Answer...

Etc.

This is how your cover page with the questions following it will have to look for each assessment.

Section 03

Settings for Assessment papers:

Set up a Word template document for yourself, which you can use for all your assignments.

| | |
|-----------------|---|
| Font style: | Times New Roman. |
| Font size: | 12 for content writing and 14 for headings. |
| Line spacing: | Double |
| Page numbering: | Top right, only start numbering on the second page after the page with your cover page details, and start with number 2, for the second page. |
| Margins: | Between 2.5 – 3.0 cm on all sides |

Section 04

Writing requirements:

- Please write all answers to IAC questions in paragraph formats. No use of table or bullet points etc. Unless instructed otherwise.
- Paragraphs should be between 8-12 lines, start a new paragraph after 8 or 12 lines of writing.
- Please use punctuation marks and correct spelling and grammar.

- You can use your Grammar and Spellchecker or even Grammarly to ensure your spelling, grammar, and punctuation marks are correct before submitting your final paper for grading.

Section 05

Citation method for In-text citations:

Excel Christian Counselling uses the standard Havard (author, date, page-numbering) system. The in-text citation will be a short referencing method to acknowledge the source you have used when you used information from a source outside the Excel manual to answer the question in your assignment. You will still need to paraphrase the answer from the source, in other words, you are not allowed to copy and paste the information as it is originally in the source that you have used.

The purpose of in-text citations is to give direct credit to the source you used to write the particular paragraph that you wrote to answer the IAC question.

Credited sources that are allowed to be used other than the manual:

- Accredited books from accredited academic scholars.
- Internet sources: Google Scholar, EBSCO Host, (please do not use other sources like Wikipedia for example, the Internet source must be an accredited Academic source.
- Accredited Journal articles or E-books are also accepted.

Format of In-text citations for Books:

The standard in-text citations that would be used when one has used a book's information to answer the question can be in the two following ways.

1. According to McMinn (2007:45) xxxxxxxxxxxxxxxxxxxx. This is when you use the author's surname as part of your sentence, then only the publication year and the page numbers will come in the bracket.
2. xxxxxxxxxxxxxxxxxxxxxxxxxxxx (McMinn 2007:48-49). When you do not use the author of the Book's surname as part of your sentence but the information was gathered from the author's book, then the author's surname, the publication year of the book, and page numbers must be in the bracket together.

Also, note that when you cite the page numbers of a book no more than 2 pages may be cited at a time.

For example;

McMinn (2007: 77-89) = **Incorrect**.

McMinn (2007:77-78) = **Correct**.

You need to cite a source at least once per paragraph, but the rule of thumb is that whenever you have used information from another source you will be required to provide an in-text citation. Furthermore, you will need to give an in-text citation for each paragraph.

What to do if some of the basic elements are missing:

If the author's surname is missing:

When you have for example an online article or journal article that does not mention the author, you can substitute the author's surname with the book's title or journal or online article's title. If the title is too long you can abbreviate it (Smith 2008:42).

For example, Xxxxx xxxxx xxxx xxxx (Integrative Psychotherapy, 2000:89). Please note that there is a comma after the title of the book or article.

If there is no date or year of publication:

- This can usually occur with internet sites or online journal articles if there is no indication of the year in which the book, article, or source was published then one can add the abbreviation "n.d." (no date),(Smith 2008:44).

For example:

According to Meier (n.d.:44)

.....(Meier n.d.:44).

- If you have used information on a website where there is no indication of when the article or when the website was published, you may use the date when you accessed the website.

For example, if there is no date on the website and you accessed it on March 13th, 2006 you can write the author of the website or article's name and the year you accessed it with the page number. (Ratts et. all, 2006:8).

- If one uses an e-book and both the printed book and e-book's year of publication are mentioned in the e-book, use the e-book's year of publication.
- Always use the latest year of publication in your in-text citation.
- You will find the year of publication after the title page on the 2nd or 3rd page.

What if there are no page numbers?

- ❖ If a source has no page numbers (internet, website) then you are allowed to only name the author's surname and year of publication/year of access (if no year of publication is mentioned).
- ❖ If you are also referring to the source as a whole and not a particular page within the source.
- ❖ If you want to refer to an entire section than just a page number you can do it as follows.
You will need to use the lexicon § (Smith 2008:47).

For example: ECC (2021: § 2.1.1) **(Please be advised that this is just used as an example, the ECC manuals do have page numbers, but this example is only if any source has no page numbers).**

- ❖ If a source has only chapters and no page numbers (usually internet sources). You can cite the chapter number instead of the page number.

For example: (McMinn 2007: chap. 5)

How to cite when a student refers to scripture:

- When it comes to citing scripture, it is very important to be consistent in the way you reference your in-text citations.
- The Bible book, chapter, and verse need to be referenced.
- The Bible books need to be abbreviated. See the list below of how to abbreviate the Bible books.

Old Testament:

- Gen – Genesis
- Exod – Exodus
- Lev – Leviticus
- Num – Numbers
- Deut – Deuteronomy
- Josh – Joshua
- Judg – Judges
- Ruth – Ruth
- 1-2 Sam – 1-2 Samuel
- 1-2 Kgs – 1-2 Kings
- 1-2 Chr – 1-2 Chronicles
- Ezra – Ezra
- Neh – Nehemiah
- Esth – Esther
- Job – Job
- Ps – Psalms
- Prov – Proverbs
- Eccl - Ecclesiastes
- Song - Song of Songs/Solomon
- Isa – Isaiah

- Jer – Jeremiah
- Lam – Lamentations
- Ezek – Ezekiel
- Dan – Daniel
- Hos – Hosea
- Joel – Joel
- Amos – Amos
- Obad – Obadiah
- Jonah – Jonah
- Mic – Micah
- Nah – Nahum
- Hab – Habakkuk
- Zeph - Zephaniah
- Hag – Haggai
- Zech – Zechariah
- Mal – Malachi

New Testament:

- Matt – Matthew
- Mark – Mark
- Luke – Luke
- John – John
- Acts – Acts
- Rom – Romans
- 1-2 Cor – Corinthians
- Gal – Galatians
- Eph – Ephesians

- Phil – Philippians
- Col – Colossians
- 1-2 Thess – 1-2 Thessalonians
- 1-2 Tim – 1-2 Timothy
- Titus – Titus
- Phlm – Philemon
- Heb – Hebrews
- Jas – James
- 1-2 Pet – 1-2 Peter
- 1-2-3 John – 1-2-3 John
- Jude – Jude
- Rev – Revelation

➤ When scripture is directly quoted, one will need to indicate which translation was used.

See the example below.

Example:

“In the beginning was the Word, and the Word was with God, and the Word was God.” (John 1:1, ESV).

Or

According to John 1:1 *“In the beginning was the Word, and the Word was with God, and the Word was God.”* (ESV).

Direct quotes:

- ❖ A student is allowed to use direct quotes if referenced correctly however we would rather that a student paraphrase a source and reference the source that was used. You are only allowed to use 10% of the allotted word count for direct quotes.
- ❖ A direct quote must always be in quotation marks and italics, with the source in brackets after the direct quote or before it. See examples below:

Examples:

1. According to Corrigan (1980:395) *“Conceptualizing counselling as an instance of social influence has led several authors to suggest factors such as credibility and interpersonal attraction.”*
2. *“Conceptualizing counselling as an instance of social influence has led several authors to suggest factors such as credibility and interpersonal attraction.”* (Corrigan 1980:395).

Section 06**Bibliography Entries**

- ❖ After you have answered your last IAC for your assignment and cited alternative sources, you will need to have a separate last page with the heading “Bibliography”.
- ❖ Every in-text citation must be fully referenced on the Bibliography entries page.
- ❖ Below are the methods and examples of how your Bibliographies should look for the different sources.

Entries for Books:

Here follows the standard bibliography entry for books:

Blom R 2004. *Handbook of Gestalt Play Therapy: practical guidelines for child therapists.*

Bloemfontein, Free-State, South Africa: Druforma.

- Note that the author's surname comes first, followed by the author's initials.
- A full stop comes next followed by the full title of the book in italics ended by a full stop. Please note that after the main title a colon should be entered followed by the subtitle.
- Next comes the place of publication, the city, and then the state, or in some instances if only the country and city are named, put the city name first followed by the name of the country. A comma comes between the city name and state/province/country.
- Next comes a colon followed by the name of the company that printed the book, ending with a full stop.
- Indent the second line with one centimetre, (see example above).

More than one author:

Below is an example of a bibliography entry for a book with more than one author.

McMinn MR and Campbell CD 2007. *Integrative Psychotherapy: Toward a Comprehensive Christian Approach.* Downers Grove, Illinois: InterVarsity Press.

If there are more than 2 authors do as follow;

Edited book with volume:

Ratts MJ and Singh AA (et. all) 2016. *Multicultural and Social Justice Counseling Competencies: Guidelines for the Counseling Profession: Hearing our Elders* (vol. 44).

Online article: <https://doi.org/10.1002/jmcd.12035>. Accessed from: 2024/08/27.

Edited book with different editions of a book:

Lee CC (ed.) 2018. *Counselling for social justice* (3rd ed.). USA: Library of Congress.

Reference: (Smith 2008:58-59).

Standard entries for e-books/electronic books:

Ratts MJ and Singh AA (et. all) 2016. *Multicultural and Social Justice Counseling Competencies: Guidelines for the Counseling Profession: Hearing our Elders* (vol. 44).

<https://doi.org/10.1002/jmcd.12035>.

- In place of the publication details, one puts the website address, as illustrated above.

Reference: (Smith 2008:60).

Entries for Journal articles:

Corrigan JD and Dell D (et. all) 1980. Counselling as a social influence process: A review. *Journal of Counseling Psychology*, 27(4), 395–441.

- The elements for a journal article also start with the author's surname and initials and the year of publication, full-stop.
- Next is the title of the article found in the journal (not in italics)-full-stop. What follows is the title of the journal in italics-fullstop.
- Next comes the volume number, followed by in brackets the issue number.

- Finally, a colon followed by the page numbers-full-stop.

Reference (Smith 2008:61).

Entries for Internet sources:

Pryor J [2024]. Highlights of recent epistemology. Online article. Accessed from www.journals.uchicago.edu, 2024-06-21.

- ❖ It is important to note that the author of the article should still be mentioned in your entry. If there is no indication of the author of the internet article, apply the principle of putting the article's title in place of the author.
- ❖ If there is no date for when the article was published on the website, put the year you accessed the article on the website in square brackets as in the example above.
- ❖ Note that the title of the article is not italicized.
- ❖ You need to indicate what type of internet source it is that you are referencing, like in the example above it is an online article, alternatively, it will be an online source.
- ❖ Lastly, you need to write "Accessed from" and give the website address followed by a comma of the full date that you accessed the website.

Reference: (Smith 2008:62-63).

Section 07

Excel Christian Counselling

Policy on Plagiarism

Introduction:

The purpose of this document is first to give a basic description of what Plagiarism is, what Excel Christian Counselling disciplinary policy on what will be the necessary steps if a student is first guilty of plagiarism, and what will be the required process if a student continues to make himself/herself guilty of Plagiarism.

The student must also sign this document indicating that they have read and understood and agree to adhere to Excel Christian Counselling policy regarding Plagiarism. The student also agrees to submit themselves to the disciplinary process should they fail to obtain the institution's policy regarding plagiarism.

Definition of Plagiarism:

Plagiarism is where a student takes the academic or intellectual work of someone else and presents it as his/her own in any academic paper (Smith 2008:73).

This can be done in the following ways:

- Copying and pasting an author's work in your assignment without referencing the author (giving credit to the author's work).
- Even if a student has referenced the author from where he/she got the information, the student is not allowed to just copy and paste the author's work, the student must paraphrase the author's work (put it in their own words) to demonstrate that they understand the material.

- The student will also be guilty of plagiarism if he/she copies and pastes answers as their own for the assessment questions directly from the Excel Christian Counselling's manuals. The student must always paraphrase (put it in their own words) if they use the manual to answer the questions in their assessments.
- The student can also not make use of chat GPT as it would not be their work or words, but the words and works of an AI. The same principle is true for copying and pasting from an internet source or any electronic document. Anyone can do that, and it does not demonstrate that the student has the necessary ability to do the assignment.
- A student must also use the correct standard method of referencing sources. With both in-text citations and a Bibliography at the end.
- Students can have a look at the Referencing guide on the LMS for further information.

Disciplinary Process:

- Plagiarism is a criminal offence because it is also the theft of someone else's academic or intellectual property.
- A student can get a criminal record against their name and be banned for 10 years from any accredited academic Tertiary institution should they be found guilty of such a repeated offence.
- We can allow for a maximum of 20% similarity within a student's assignment, but anything more than that will result in the assessors investigating the student's assignment for plagiarism.
- If the student is guilty, he/she will get 0 marks for that question or the entire assignment, depending on the seriousness of the offence.
- Assessors will have to highlight all the plagiarism of the student's assignment in yellow to indicate the plagiarism to the assessment liaison officer, moderator, and facilitator.
- The assessor must give 0 for the question on the assessment where plagiarism was committed.

First offence:

- The first time a student does commit plagiarism the assessor of the assignment must inform the assessment liaison officer so that the assessment liaison officer can inform the student's facilitator to give the student a verbal warning and assist them not to commit plagiarism again.

- The Facilitator must ensure that their students understand what plagiarism is, and how to give credit to one's sources correctly.
- The student will also get 0 for the assignment, should they be guilty of Plagiarism as stipulated above.
- The student will have to redo the assignment and pay the reassessment fee of R100.00.

Second offence:

- If the student is found guilty of plagiarism again for the 2nd time. Excel head office will send a final written warning to the student, stating that if the student commits plagiarism again, they will be subject to a disciplinary hearing.
- Again, the assessor needs to inform the 2nd offence of plagiarism to the Liaison Officer who will again inform the student's facilitator and the facilitator will be cc'd into the email containing the final written warning.
- The Assessment Liaison officer will keep the operational manager informed at all times of each offence of plagiarism.
- The student will also get 0 for the assignment, should they be guilty of Plagiarism as stipulated above.
- The student will have to redo the assignment and pay the reassessment fee of R100.00.

Third Offence:

- If the student after receiving the final written warning commits plagiarism again. The assessor will again inform the Assessment liaison officer who then in turn will inform the Operational manager.
- The student will also get 0 for the assignment, should they be guilty of Plagiarism as stipulated above.
- The student will then along with his/her facilitator be summoned to a disciplinary hearing, which will involve the guilty student, the student's facilitator, the assessment Liaison officer, the assessor/assessors that identified the plagiarism in the student's assessment, the Moderator, the operational manager, as well as the CEO of Excel Christian Counselling.
- The disciplinary hearing will be held and decided whether the student's studies with Excel Christian Counselling will continue.
- Should the council mentioned above decide based on the outcome of the disciplinary hearing that the student can no longer study at the institution, the student's studies at Excel Christian

Counselling will immediately be suspended. and the student will be expelled from Excel Christian Counselling The student will also not be allowed to enrol at Excel Christian Counselling for the next 10 years.

- In the case where the council decides that the student can continue with their studies at the institution. It will be on the basis that the student can never again commit any form of plagiarism in his academic papers. In the case where the student commits plagiarism again after the disciplinary hearing, the student's studies will immediately be suspended and the student will be expelled from Excel Christian Counselling. The student will also not be allowed to enrol at Excel Christian Counselling for the next 10 years.

- Excel Christian Counselling also has the right to lay criminal charges against the student if necessary.

Agreement to Policy:

I (student full name): _____, hereby agree to adhere to Excel Christian Counselling's Plagiarism Policy. I further submit myself to any disciplinary processes should I be found guilty of committing plagiarism during my academic career at Excel Christian Counselling.

Signed at: _____, on the _____ day of _____, 20__.

Student:

Signature: _____

Date: _____

Section 08

Conclusion:

The main purpose of this Academic writing module was to present the student with guidelines to present a sound academic paper. After working through this module, the student should be able to meet all the requirements to present a well-structured academic paper, write acceptably, understand plagiarism and its consequences, and know how to reference sources that were used in both the in-text citation and bibliography entry method.

It is recommended that the student throughout his studies with Excel Christian Counselling refer back to this module so that he/she knows what is required to meet all the requirements for an acceptable and honourable academic paper. May this module be of great help to you in your studies?

Bibliography:

Blom R 2004. *Handbook of Gestalt Play Therapy: practical guidelines for child therapists*.

Bloemfontein, Free-State, South Africa: Druforma.

Corrigan, JD and Dell DM (et. all.) 1980. Counselling as a social influence process: *A review*.

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South Africa.

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Meier P and Clements T and Bertrand JL 2005. *Blue Genes: Breaking free from the chemical*

imbalances that affect your moods, your mind, your life, and your loved ones. USA:

Library of Congress.

McMinn MR and Campbell CD 2007. *Integrative Psychotherapy: Toward a Comprehensive*

Christian Approach. Downers Grove, Illinois, Intervarsity Press.

Pryor J [2024]. Highlights of recent epistemology. Online article. Accessed from

www.journals.uchicago.edu, 2024-06-21.

Ratts MJ and Singh AA (et. all) 2016. *Multicultural and Social Justice Counseling*

Competencies: Guidelines for the Counseling Profession: Hearing our Elders (vol. 44).

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Smith KG 2008. *Academic Writing and Theological Research: A Guide for Students*. Cape

Town, South Africa: Christian Academy.