Tyndale Coursework Requirements
Revised 7/26/06

Assignment Format
All assignments and coursework are to be turned in via email. Students are not required to turn in assignments in hard copy. Students* must send all required notes, questions, papers, etc. via email as separate attachments in Works or Word format (Wordpad and Wordperfect are not to be used for Tyndale coursework). Campus & Online students will email their coursework directly to their professor's email address. Extension & Intensive students will email their coursework to coursework@tyndale.edu. Coursework will be returned along with a grade sheet via email after the course has been graded.*Biblical language courses are excluded from the email requirement. These courses will still be sent in notebook format.

Writing Guidelines
All research papers and theses are to follow Turabian guidelines as found in Kate L. Turabian A Manual for Writers of Term Papers, Theses, and Dissertations 6th Ed. (Chicago: University of Chicago Press, 1996). All students are required to purchase a copy of A Manual for Writers to ensure the proper format.

All work is to follow these guidelines:

1. Font & Font Size: Times New Roman, 12 point
2. Double space
3. 1-inch margins (File – Page Setup – Margins)
4. Indent paragraphs .5 inch (Format – Paragraph – Indent left)
5. Page numbers – lower center or upper right – not on first page; Arabic numbers only (e.g., 1, 2; not Roman numerals); no other header or footer
6. Title page; then title again on page one (for formal papers)
7. In essay-type papers, ALWAYS write logically, persuasively, focused on the assigned topic; include a succinct introduction that informs the reader concerning the subject, and a succinct conclusion that summarizes your main points.
8. Use footnotes rather than endnotes, except in dissertation/thesis, where section endnotes are also acceptable.
9. All work should be proofread, as errors in spelling, grammar, and syntax will reduce assignment grade

Assignment Due Dates
All assignments are due based on the date identified in the course syllabus or course due date sheet. Any work turned in after the due date but within 5 days of the due date will be reduced a letter grade. Any work turned in more than five days after the due date will receive a failing grade.

Plagiarism Policy
Plagiarism is against Tyndale policy, and any act of plagiarism will result in disciplinary action up to student dismissal from further study at Tyndale. Plagiarism includes but is not limited to quoting materials without proper citing or reference. Cutting and pasting of online and other materials requires proper citing via quotation and footnote.

Contact
If you anticipate difficulty in meeting any of these requirements, please contact your Professor (Campus & Online students) or the Director of Enrollment & Administration (Extension & Intensive students) as soon as possible.