



# Formal requirements and general guidelines for writing assignments on the nursing programmes

University College Copenhagen  
The Deaconess University College  
Bornholm School of Health and Nursing

## Colophon

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### Formal requirements and general guidelines for writing assignments on the nursing programmes at

University College Copenhagen

The Deaconess University College

Bornholm School of Health and Nursing

*These Formal requirements and general guidelines for writing assignments on the nursing programmes apply to students enrolled in the nursing programmes.*

#### Updated May 2019:

##### University College Copenhagen

Assistant Professor Jarl Damgaard Iversen, Tagensvej 86, [jadi@kp.dk](mailto:jadi@kp.dk), tel. +45 51380499

Associate Professor Susan Ptak Rasmussen, Nord, [sura@kp.dk](mailto:sura@kp.dk), tel. +45 41898555

##### The Deaconess University College

Associate Professor Hanne Kroger, [hank@ucdiakonissen.dk](mailto:hank@ucdiakonissen.dk), tel. +45 60111775

##### Bornholm School of Health and Nursing

Associate Professor Kirstine Rosendahl, [xkir@kp.dk](mailto:xkir@kp.dk), tel. +45 36982924

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## Contents

<b>1. Introduction.....</b>	<b>4</b>
<b>2. Compliance with formal requirements .....</b>	<b>4</b>
2.1 Submitting assignments .....	5
2.2 Plagiarism .....	5
<b>3. Structure and content of the assignment.....</b>	<b>5</b>
3.1. Formalities .....	5
3.2. Language.....	5
3.3. Front page content .....	6
3.4. Summary.....	6
3.5. Layout .....	6
3.6. Number of characters:.....	7
<b>4. Reference system, literature references and bibliography .....</b>	<b>7</b>
<b>5. Notes, appendices and quotes .....</b>	<b>8</b>
5.1. Notes .....	8
5.2. Appendices .....	8
5.3. Quotes .....	8
<b>6. Reference management tools .....</b>	<b>9</b>
<b>7. Bibliography.....</b>	<b>10</b>
<b>8. Appendix A: Literature examples: .....</b>	<b>11</b>

## 1. Introduction

*Formal requirements and general guidelines for writing assignments on the nursing programmes* apply to all types of assignments by students on the nursing programmes at University College Copenhagen, the Deaconess University College and the Bornholm School of Health and Nursing, during both the clinical and theory study periods.

These guidelines use “assignment” as a generic term for written work done by students during their study programmes.

The aim of the guidelines is to make assignments manageable and readable, and to ensure that they comply with the general publication requirements for higher education programmes.

As well as adhering to the formalities described in these formal requirements and general guidelines, students must comply with the legal guidelines in *Juridiske retningslinjer og muligheder for empiriindsamling i klinisk praksis i sygeplejestudie, Region Hovedstaden* (Regionalt Klinisk Udvalg, 2018) and also comply with the duty of confidentiality in the Danish Health Act, Part 9 (Sundheds- og Ældreministeriet, 2018).

This means that all persons (names) will be anonymised, including place names, workplaces, locations, addresses, etc., as well as other descriptors and indicators that may risk compromising anonymity.

## 2. Compliance with formal requirements

The assignment must comply with a number of formal requirements, which vary from exam to exam. The formal requirements include the number of pages and characters, which may be expressed as a maximum number of characters per page or for the whole assignment. For each assignment, students must also provide a cover page with details about the assignment, e.g. the total number of characters, authors of the assignment and a range of other information (see section 3.3)

Please note that assignments may be rejected if the formal requirements are not met, as per the Ministerial Order on Examinations on Professionally Oriented Higher Education Programmes, Part 4, 11 (3).

If the assignment is rejected, no grade is assigned and the student is deemed to have used an exam attempt (Ministry of Higher Education and Science, 2016).

The assessment of whether the formal requirements have been met is made by the examiner(s), where

appropriate in collaboration with the head of the nursing programme.

## **2.1 Submitting assignments**

Unless otherwise stipulated in the criteria for it, assignments related to theoretical instruction are uploaded as a single PDF file to WISEflow. Assignments related to the clinical training are uploaded as a single PDF file to the Practice Portal.

## **2.2 Plagiarism**

Plagiarism consists of students claiming that a text by somebody else is their own, or using their own previously assessed work without appropriate references and presenting it as new text, cf. Ministerial Order on Examinations on Professionally Oriented Higher Education Degree Programmes, chapter 5, section 20 (2) (Uddannelses- og Forskningsministeriet, 2016).

All assignments submitted online via WISEflow are automatically checked for plagiarism.

If the automatic check indicates a possible instance of plagiarism, the matter will be investigated further. Plagiarism can lead to expulsion from an exam or, in extreme cases, expulsion from UCC.(Uddannelses- og Forskningsministeriet, 2016)

## **3. Structure and content of the assignment**

### **3.1. Formalities**

- Cover page
- Summary (if part of the criteria for the assignment)
- Contents
- Text pages
- Bibliography
- List of appendices (if appropriate), followed by the appendices (consecutively numbered)

### **3.2. Language**

In general, the assignments are written in Danish. However, Norwegian and Swedish students are entitled to use their national languages, provided that they state this on the cover page.

If students wish to submit assignments in other languages, they must first seek approval from the head of studies.

The content of the assignment must be legible, systematically structured and in clear, comprehensible

language that complies with the Danish Language Council's official orthographic rules.(Dansk Sprognævn, 2014) The Danish Language Council's recommended abbreviations may be used. Other abbreviations must be written in full the first time they are used, e.g. International Council of Nurses (ICN).

The assignment must be written in an academic style, i.e. in a clear, precise, unambiguous, correct and scientific language.(Rienecker og Jørgensen, 2012)

Language skills may be included in the basis for the assessment of the assignment.

The use of literature and other source materials must be transparent. Students must clearly identify what has been quoted from another source, and what are their own comments.

### **3.3. Front page content**

All assignments must be submitted with cover page stating the following:

- Title and any subtitle
- Name of the educational institution
- The student's/students' name(s) and student number(s)
- Group name
- Date of submission
- Type of assignment
- Course
- External and internal supervisor(s)
- Reference system used (APA, Harvard or Vancouver)
- Number of characters, incl. spaces (see section 3.6 for further details)
- Students must state whether the assignment may or may not be used internally on the study programme.

Figures or illustrations may also be used, as long as the sources are referenced.

### **3.4. Summary**

If a summary is a requirement, it must be inserted after the cover page and before the table of contents.

### **3.5. Layout**

- The font must be legible, e.g. Times New Roman, Arial or Calibri, 11 or 12 point, with 1.5 line spacing.
- The main sections and any sub-sections should be emphasised, e.g. with different typefaces and/or font sizes. Double line spacing before new sections.

- The text must be left-aligned or justified.
- Right and left margin: 2 cm. Top and bottom margin: 3 cm.
- Pages must be numbered consecutively in the bottom right-hand corner of the footer, as p. x of y (e.g. p. 3 of 10). However, the page number must not be indicated on the cover page, which counts as the first page of the document.
- Headers must not be used. The footer of the document is used for page numbers.

### **3.6. Number of characters:**

The max. length and number of characters are stated in the description of the assignment/exam criteria.

The number of characters includes spaces and must be stated on the cover page.

A standard page is 2,400 characters, including spaces.

If the assignment amounts to more than the max. number of characters, it will be rejected, cf. Section 2, p. 5.

The number of characters only refers to text pages and supplementary picture captions. It does **not** include the summary, table of contents, bibliography, appendices, tables and figures.

Footnotes count towards the length of the assignment.

## **4. Reference system, literature references and bibliography**

A recognised reference system must be used – either **APA** (the American Psychological Association), **Harvard** or **Vancouver**, unless the assignment criteria specifies a particular standard.

The bibliography begins by stating the reference system chosen and the link to the website where the reference system is found. The chosen system must be used consistently throughout the assignment.

All sources must be collated into a single bibliography, which is placed on the next page after the end of the body text. Students must **not** cite sources that are not referred to in the assignment.

The final bibliography must be in **alphabetical order** by author or editor surname, in the case of APA or Harvard. For Vancouver, this is done **numerically**.

There are several different versions of Harvard, any of which may be used as long as the choice is stipulated.

Examples of reference handling and the use of the various standards are available on the PHBiblioteket website: <https://phbibliotek.dk/da/referencer#s-lg-box-wrapper-16940241>.

In addition, Appendix A on p. 11 shows selected examples of literature references based on APA (6th edition), Harvard, Anglia Ruskin University and Vancouver.

## 5. Notes, appendices and quotes

In general, it should be possible to read and understand the assignment without reading the notes and appendices.

### 5.1. Notes

Notes should be avoided as far as possible. Notes are placed in the assignment as footnotes and constitute supplementary commentary on the text. Notes must **not** be used for references to literature.

### 5.2. Appendices

Appendices are documents that are relevant to the assignment, but not crucial to understanding it.

Guidelines for the design of appendices:

- Appendices must consist of a heading, number or letter, and where applicable a relevant explanatory text and source.
- Appendices are placed in numerical/alphabetical order at the end of the assignment, after the bibliography, in the order in which they are mentioned in the text.
- The assignment must include exact references to the appendices. It must not include appendices that are not mentioned in the assignment.
- The list of appendices is placed either just before the appendices or in the table of contents.

### 5.3. Quotes

Quotations must be reproduced word-for-word, as per the original text, and include a page number. The student's own translations of quotes from non-Danish sources must be marked "own translation".

Short quotes (one or two lines in length) must be placed in quotation marks within the body of the text. The source and page number are placed in parentheses after the quote, e.g. Martinsen says that "... " (Martinsen, 2008, p.16).

Long quotes (40 words/three lines or more) must be in quotation marks, indented separately from the body of the text, with line spacing of a single line. An extra carriage return must also be inserted before and after the quote. The source and page number are placed in parentheses after the quote, Martinsen writes:

“The unique function of the nurse is to assist the individual, sick or well, in the performance of those activities contributing to health or its recovery (or to peaceful death) that he would perform unaided if he had the necessary strength, will or knowledge. And to do this in such a way as to help him gain independence as rapidly as possible.” (Henderson, 2012, p. 14)

If parts of the quote are omitted, this is indicated by (...) or [...] at the appropriate point.

## 6. Reference management tools

A reference tool is used to record references and ensure compliance with the standard. The most important thing to remember when writing the list of references and the bibliography is consistency.

The PH Library provides access to the following tools:

- Mendeley, Zotero and Word’s in-built options for source referencing.

The PH Library runs free courses and provides support in Mendeley.



## 7. Bibliography

This guide uses the Harvard-Anglia Ruskin University Reference system, which can be downloaded at:  
<https://libweb.anglia.ac.uk/referencing/harvard.htm>.

Dansk Sprognævn, 2014. *Retskrivningsregler*. [online] Tilgængelig hos:

<<http://dsn.dk/retskrivning/retskrivningsregler/?retskriv=&regelid=%2Fretskrivning%2Fretskrivningsregler%2F&ae=0>> [Set 2 maj 2016].

Regionalt Klinisk Udvalg, 2018. *Juridiske retningslinjer og muligheder for empiriindsamling i klinisk praksis i sygeplejestudie, Region Hovedstaden*. [online] Tilgængelig hos:

<<https://www.kurh.dk/~media/subsites/kurh/retningslinjer/juridiske+retningslinjer+for+udveksling+af+patientdata/juridiskeretningslinjerogmulighederforempiriindsamlingikliniskpraksisisygeplejestudieregionhovedstadenaugust2018.pdf?la=da>> [Set 9 apr. 2019].

Rienecker, L. og Jørgensen, P.S., 2012. *Den gode opgave*. 2. udg. København: Samfundslitteratur.

Sundheds- og Ældreministeriet, 2018. *Bekendtgørelse af sundhedsloven*. LBK nr 1286 af 02/11/2018.

Uddannelses- og Forskningsministeriet, 2016. *Bekendtgørelse om prøver i erhvervsrettede videregående uddannelser*. BEK nr 1500 af 02/12/2016.

## 8. Appendix A: Literature examples:

The examples have been prepared on the basis of:

- APA, 6th edition, downloaded from: <https://www.apastyle.org/index>
- Harvard-Anglia Ruskin University, downloaded from: <https://libweb.anglia.ac.uk/referencing/harvard.htm>.
- Vancouver, downloaded from: <https://www.ncbi.nlm.nih.gov/books/NBK7256/>

Book with two or three authors	In the assignment text (citation)	In the bibliography (reference)
<b>APA</b> , 6th edition	(Bojsen-Møller & Nielsen, 2019)	Bojsen-Møller, M. J., & Nielsen, O. F. (2019). <i>Hånden på hjertet</i> (2.). Copenhagen: Munksgaard.  NB: There is a difference between the edition and the print run. Edition means that the text has been changed since the last edition. Print run means that the same edition is printed again. The print run is not listed in the reference.
<b>Harvard</b> , Anglia Ruskin University	(Bojsen-Møller & Nielsen, 2019)	Bojsen-Møller, M.J. and Nielsen, O.F., 2019. <i>Hånden på hjertet</i> . 2nd edition Copenhagen: Munksgaard.  NB: There is a difference between the edition and the print run. Edition means that the text has been changed since the last edition. Print run means that the same edition is printed again. The print run is not listed in the reference.
<b>Vancouver</b>	(1)	1. Bojsen-Møller MJ, Nielsen OF. <i>Hånden på hjertet</i> . Copenhagen: Munksgaard; 2019.  NB: There is a difference between the edition and the print run. Edition means that the text has been changed since the last edition. Print run means that the same edition is printed again. The print run is not listed in the reference.

Chapters in edited books	In the assignment text (citation)	In the bibliography (reference)
<b>APA</b> , 6th edition	(Glinsvad, 2018)	Glinsvad, B. (2018). Mastering. In D. B. Danbjørg & N. Tvistholm (eds.), <i>Patient - Grundbog i sygepleje</i> (2.). Copenhagen: Munksgaard.  NB: There is a difference between the edition and the print run. Edition means that the text has been changed since the last edition. Print run means that the same edition is printed again. The print run is not listed in the reference.
<b>Harvard</b> , Anglia Ruskin University	(Glinsvad, 2018)	Glinsvad, B., 2018. Mastering. In: D.B. Danbjørg and N. Tvistholm, eds., <i>Patient - Grundbog i sygepleje</i> , 2. Copenhagen: Munksgaard.  NB: There is a difference between the edition and the print run. Edition means that the text has been changed since the last edition. Print run means that the same edition is printed again. The print run is not listed in the reference.
<b>Vancouver</b>	(1)	1. Glinsvad B. Mestring. In: Danbjørg DB, Tvistholm N, (eds). <i>Patient - Grundbog i sygepleje</i> . 2. Copenhagen: Munksgaard; 2018.  NB: There is a difference between the edition and the print run. Edition means that the text has been changed since the last edition. Print run means that the same edition is printed again. The print run is not listed in the reference.

Article in journal	In the assignment text (citation)	In the bibliography (reference)
<b>APA</b> , 6th edition	(Willgoss, Yohannes, Goldbart, & Fatoye, 2011)	Willgoss, T., Yohannes, A., Goldbart, J., & Fatoye, F. (2011). COPD and Anxiety: Its impact on patients' lives. <i>Nursing Times</i> , 107(15–16), 16–19.
<b>Harvard</b> , Anglia Ruskin University	(Willgoss et al, 2011)	Willgoss, T., Yohannes, A., Goldbart, J. and Fatoye, F., 2011. COPD and Anxiety: Its impact on patients' lives. <i>Nursing Times</i> , 107(15–16), p.16–19.
<b>Vancouver</b>	(1)	1. Willgoss T, Yohannes A, Goldbart J, Fatoye F. COPD and anxiety: its impact on patients' lives. <i>Nurs Times</i> . April 2011; 107 (15 – 16): 16 – 9.

Public source without personal author	In the assignment text (citation)	In the bibliography (reference)
<b>APA</b> , 6th edition	(The Danish Health Authority, 2018)	The Danish Health Authority (2018). <i>Danskernes Sundhed - Den Nationale Sundhedsprofil 2017</i> . Downloaded on 4 April 2019, from <a href="https://www.sst.dk/da/udgivelser/2018/~media/73EADC242CDB46BD8ABF9DE895A6132C.ashx">https://www.sst.dk/da/udgivelser/2018/~media/73EADC242CDB46BD8ABF9DE895A6132C.ashx</a>  Remember to specify the address and date, as websites can change over time.
<b>Harvard</b> , Anglia Ruskin University	(The Danish Health Authority, 2018)	The Danish Health Authority, 2018. <i>Danskernes Sundhed - Den Nationale Sundhedsprofil 2017</i> . [online] Available at: <a href="https://www.sst.dk/da/udgivelser/2018/~media/73EADC242CDB46BD8ABF9DE895A6132C.ashx">https://www.sst.dk/da/udgivelser/2018/~media/73EADC242CDB46BD8ABF9DE895A6132C.ashx</a> [Seen 4 April 2019].  Remember to specify the address and date, as websites can change over time.
<b>Vancouver</b>	(1)	1. Sundhedsstyrelsen. <i>Danskernes Sundhed - Den Nationale Sundhedsprofil 2017</i> [Internet]. Copenhagen 2018 [referred to 4 April 2019]. Available at: <a href="https://www.sst.dk/da/udgivelser/2018/~media/73EADC242CDB46BD8ABF9DE895A6132C.ashx">https://www.sst.dk/da/udgivelser/2018/~media/73EADC242CDB46BD8ABF9DE895A6132C.ashx</a>  Remember to specify the address and date, as websites can change over time.

Acts or ministerial orders	In the assignment text (citation)	In the bibliography (reference)
<b>APA</b> , 6th edition	(Danish Ministry of Health, 2018)	Danish Ministry of Health. The Ministerial Order on the Danish Health Act (Consolidated Act no. 1286 of 02/11/2018).
<b>Harvard</b> , Anglia Ruskin University	(Danish Ministry of Health, 2018)	Danish Ministry of Health, 2018. <i>Ministerial Order on the Danish Health Act Consolidated Act no. 1286 of 02/11/2018</i>
<b>Vancouver</b>	(1)	1. Danish Ministry of Health. Ministerial Order on the Danish Health Act Ministerial Order no. 1286 of 02/11/2018.

Public source without personal author	In the assignment text (citation)	In the bibliography (reference)
<b>APA</b> , 6th edition	(Harmonisation group in the Capital Region of Denmark and Region Zealand, 2019)	Harmonisation group in the Capital Region of Denmark and Region Zealand. (2019). Early Warning Score (EWS) - systematisk observation og risikovurdering af indlagte patienter samt dertil hørende handlingsalgoritme. Downloaded 4 April 2019, from <a href="http://vip.regionh.dk/VIP/Admin/GUI.nsf/Desktop.html?open&amp;openlink=http://vip.regionh.dk/VIP/Slutbruger/Portal.nsf/Main.html?open&amp;unid=X87330D22C49DFAA8C12579D000464B81&amp;dbpath=/VIP/Redaktoer/RH.nsf/&amp;windowwidth=1100&amp;windowheight=600&amp;windowtitle=S%F8g">http://vip.regionh.dk/VIP/Admin/GUI.nsf/Desktop.html?open&amp;openlink=http://vip.regionh.dk/VIP/Slutbruger/Portal.nsf/Main.html?open&amp;unid=X87330D22C49DFAA8C12579D000464B81&amp;dbpath=/VIP/Redaktoer/RH.nsf/&amp;windowwidth=1100&amp;windowheight=600&amp;windowtitle=S%F8g</a>  Remember to specify the address and date, as websites can change over time.
<b>Harvard</b> , Anglia Ruskin University	(Harmonisation group in the Capital Region of Denmark and Region Zealand, 2019)	Harmoniseringsgruppe i Region Hovedstaden og Region Sjælland, 2019. <i>Early Warning Score (EWS) - systematisk observation og risikovurdering af indlagte patienter samt dertil hørende handlingsalgoritme</i> . [online] Region Hovedstaden. Available at: <a href="http://vip.regionh.dk/VIP/Admin/GUI.nsf/Desktop.html?open&amp;openlink=http://vip.regionh.dk/VIP/Slutbruger/Portal.nsf/Main.html?open&amp;unid=X87330D22C49DFAA8C12579D000464B81&amp;dbpath=/VIP/Redaktoer/RH.nsf/&amp;windowwidth=1100&amp;windowheight=600&amp;windowtitle=S%F8g">http://vip.regionh.dk/VIP/Admin/GUI.nsf/Desktop.html?open&amp;openlink=http://vip.regionh.dk/VIP/Slutbruger/Portal.nsf/Main.html?open&amp;unid=X87330D22C49DFAA8C12579D000464B81&amp;dbpath=/VIP/Redaktoer/RH.nsf/&amp;windowwidth=1100&amp;windowheight=600&amp;windowtitle=S%F8g</a> [Seen 4 April 2019].  Remember to specify the address and date, as websites can change over time.
<b>Vancouver</b>	(1)	1. Harmonisation group in the Capital Region of Denmark and Region Zealand. Early Warning Score (EWS) - systematisk observation og risikovurdering af indlagte patienter samt dertil hørende handlingsalgoritme [Internet]. The Capital Region of Denmark 2019 [referred 4 April 2019]. Available at: <a href="http://vip.regionh.dk/VIP/Admin/GUI.nsf/Desktop.html?open&amp;openlink=http://vip.regionh.dk/VIP/Slutbruger/Portal.nsf/Main.html?open&amp;unid=X87330D22C49DFAA8C12579D000464B81&amp;dbpath=/VIP/Redaktoer/RH.nsf/&amp;windowwidth=1100&amp;windowheight=600&amp;windowtitle=S%F8g">http://vip.regionh.dk/VIP/Admin/GUI.nsf/Desktop.html?open&amp;openlink=http://vip.regionh.dk/VIP/Slutbruger/Portal.nsf/Main.html?open&amp;unid=X87330D22C49DFAA8C12579D000464B81&amp;dbpath=/VIP/Redaktoer/RH.nsf/&amp;windowwidth=1100&amp;windowheight=600&amp;windowtitle=S%F8g</a>  Remember to specify the address and date, as websites can change over time.

Public source with personal author	In the assignment text (citation)	In the bibliography (reference)
<b>APA</b> , 6th edition	(Sestoft, Rohde, Sundby, & Ulrichsen, 2015)	Sestoft, B., Rohde, C. V., Sundby, J. L., & Ulrichsen, A. M. (2015). Tidlig opsporing af akut opstået kritisk sygdom hos indlagte patienter over 16 år. Downloaded 4 April 2019, from <a href="http://cfkr.dk/media/347724/complete_version_kr_tidlig_opsporings_kritisk_syg_sjh_palle_bodil_10_april_15_r1_2_-_pallearbejdspec_final.pdf">http://cfkr.dk/media/347724/complete_version_kr_tidlig_opsporings_kritisk_syg_sjh_palle_bodil_10_april_15_r1_2_-_pallearbejdspec_final.pdf</a>  Remember to specify the address and date, as websites can change over time.
<b>Harvard</b> , Anglia Ruskin University	(Sestoft et al, 2015)	Sestoft, B., Rohde, C.V., Sundby, J.L. and Ulrichsen, A.M., 2015. <i>Tidlig opsporing af akut opstået kritisk sygdom hos indlagte patienter over 16 år</i> . [online] Center for kliniske retningslinjer - Clearinghouse. Available

		<p>at:  <a href="http://cfkr.dk/media/347724/complete_version_kr_tidlig_opsporing_kritisk_syg_sjh_palle_bodil_10_april_15_r1_2_-_pallearbejdspec_final.pdf">http://cfkr.dk/media/347724/complete_version_kr_tidlig_opsporing_kritisk_syg_sjh_palle_bodil_10_april_15_r1_2_-_pallearbejdspec_final.pdf</a>  [Seen 4 April 2019].</p> <p>Remember to specify the address and date, as websites can change over time.</p>
<b>Vancouver</b>	(1)	<p>1. Sestoft B, Rohde CV, Sundby JL, Ulrichsen AM. Tidlig opsporing af akut opstået kritisk sygdom hos indlagte patienter over 16 år [Internet]. Center for kliniske retningslinjer - Clearinghouse. 2015 [referred 4 April 2019]. Available at:  <a href="http://cfkr.dk/media/347724/complete_version_kr_tidlig_opsporing_kritisk_syg_sjh_palle_bodil_10_april_15_r1_2_-_pallearbejdspec_final.pdf">http://cfkr.dk/media/347724/complete_version_kr_tidlig_opsporing_kritisk_syg_sjh_palle_bodil_10_april_15_r1_2_-_pallearbejdspec_final.pdf</a></p> <p>Remember to specify the address and date, as websites can change over time.</p>