

**DEPARTMENT OF ENGLISH
LANGUAGE AND LITERATURE**

**WRITTEN
ASSIGNMENT
GUIDELINES**

2026—2027



INTRODUCTION:

Welcome to the department of English Language and Literature at UHK.

Throughout your studies at our department, you will be asked to submit various types of written work in many of your courses.

Presented here are some general guidelines you should follow concerning the writing and submission of this work, regardless of its type.

Please study this guide carefully before you submit any written work.

GOOD LUCK FOR THE YEAR AHEAD

WRITING GUIDELINES

{ Plagiarism }

Plagiarism is the act of presenting the ideas and words of others as your own.

It is a serious academic offence, which, whether committed intentionally or not, may lead to disciplinary action or even the termination of your studies.

It must be avoided at all costs.

When writing, make sure that you clearly indicate which words and ideas have been borrowed from other sources.

Both direct quotations and paraphrases must be clearly cited.

In most cases, the total amount of your essay which comprises direct quotations and paraphrases should not exceed 30% of the total text.

If you are unsure what constitutes plagiarism, you can refer to the following link for more information:

www.plagiarism.org



If you have any further questions, you should ask your course teacher **before** handing in your writing.

{ Artificial Intelligence }

Generative AI tools—such as ChatGPT, Claude, Gemini, and others—can be useful for sparking ideas, supporting learning, and assisting with academic research. Learning to use these tools responsibly is an important skill to develop. As the role of AI in research and writing continues to evolve, students are expected to use AI in a transparent and ethical way. This means:

- **Acknowledging AI use:** If you include text, images, graphs, data, or any other material generated by an AI tool in your assignment, you must cite it, just as you would cite any other source.
- **Including transcripts:** When you quote or reference AI-generated content, you should also include the input you gave the tool and the output it produced in an appendix at the end of your paper.
- **Checking information:** You should carefully consider, fact-check, and double-check any information, source, data, or text generated by AI to confirm its veracity.
- **Following university guidelines:** For more details on UHK policy, please refer to the relevant Vice Rector's Decree (01/2024: pokyny k využívání umělé inteligence v písemných pracích na UHK) and both UHK and department-specific guidelines on the production of written work and bachelor and master theses. These documents are available on the university and department webpages.



QR code link: Vice Rector's Decree 01/2024

AI should not be used to write your assignments in full, and this may be considered plagiarism or a breach of academic integrity. Any content generated by AI should be used in a similar fashion to any other sources or references, i.e., cited clearly and correctly.

If in any doubt, consult with your course teacher.

{ Citation Styles }

There are several styles of citation and referencing commonly used in academic writing.

During your studies you may be asked to use more than one of these styles depending on the course and your course teacher.

It is a good idea to familiarise yourself with the following three common citation styles:

- MLA (Modern Language Association)
- ISO690
- APA (American Psychological Association)

There are several sources of information available regarding the various style guides. However, we would recommend the following link as an easy-to-follow guide to the various styles:

https://owl.purdue.edu/owl/research_and_citation/resources.html



You may also come across other styles, including department specific styles, but your course teacher will make this clear to you when assigning the written task.

If you are ever in doubt as to which style you should be using for a given assignment, it is essential you consult with your course teacher for clarification.

SUBMISSION GUIDELINES

{ Deadlines }

You will be given a deadline for the submission of all written work by the course teacher who requests it.

All deadlines are to be considered final.

Missing a deadline will count as a failure of one of your attempts at the written work.

If you feel you need an extension, you must speak to the course teacher **before** the deadline. The course teacher may or may not grant you an extension depending on the circumstances. Forgetting about a deadline and/or poor time management will never be valid reasons for an extension to be granted.

Depending on the course and the type of written assignment, you may have two or three attempts to pass. Please refer to the specific instructions of the course teacher for the number of attempts you have.

Final submissions will be accepted at 23:59 on the deadline date given to you. Any submissions received after this (according to the time the email is received in the system) will count as a failed attempt.

{ Formatting }

All documents must have your name and the course code in the header of the document. Work submitted without your name/course code will not be accepted.

Documents should use appropriate academic typefaces such as Times New Roman, Arial, Georgia, or Calibri in size 12. Your work will often be printed for marking, and serif fonts are preferable for printed work, so these should typically be your first choice.

Documents should be 1.5 line-spaced to allow space for marking/comments.

Use standard (i.e., 2.5 cm) margins.

The first line of a paragraph should be indented.

Paragraphs should be left-aligned or fully justified.

Please see the sample text on the next page for an example of the above.

Your course teacher may ask you to follow different formatting rules for a specific assignment. In this case, your course teacher's instructions supersede the above guidelines.

SAMPLE TEXT

John Smith BPOPI 2022

The Great Marmite Dichotomy

Marmite is a staple of many British kitchens. The small black glass jar with its distinctive yellow lid can be found in kitchen cupboards across the country. It is a food spread, typically eaten for breakfast on hot, buttery toast. Originally a by-product of beer brewing, Marmite is a yeast extract now produced using a closely-guarded secret recipe. The forerunner to Marmite was originally discovered in the late 19th century when German scientist Justus von Liebig discovered the process by which brewer's yeast could be turned into a storable foodstuff.

Years later, in 1902, the Marmite Food Extract Company was founded in the Staffordshire town of Burton-on-Trent, which was at the time the capital of the English brewing industry. The original yeast extract, from yeast supplied by the Bass Brewing company, was combined with a secret combination of ingredients, including salt, spices and vegetable extracts, to create the salty spread so loved by so many.

{ Pre-submission checklist }

Before submitting any written work, ask yourself the following questions:

- Is the work your own? Have you correctly cited and referenced any work from elsewhere including anything produced by AI?
- Have you answered the question/correctly addressed the topic?
- Is everything you have written relevant and is your meaning clear?
- Is your work of the required length?
- Is your work clearly divided into paragraphs?
- Are your paragraphs clearly connected using linking phrases and topic sentences?
- Are all your quotations and paraphrases clearly cited?
- Is the ratio of your own words to the amount of quotations/paraphrases appropriate?
- Have you followed the correct formatting guidelines?
- Have you followed the correct citation style?
- Have you double checked your spelling and punctuation?
- Have you proofread your work?
- Is your name and course code at the top of the work?
- Is the document saved in the correct format using the given naming convention (see the following page)?

If the answer to any of these questions is no, you should reconsider the submission.

{ Electronic Submission }

Unless otherwise explicitly stated by your course teacher, written work should be submitted electronically to the university email address of your course teacher. Some of your course teachers may ask for submission straight to Moodle, but document naming conventions should remain the same.

When sending your email:

- Ensure that you are not sending a blank email; this is unprofessional and impolite.
- Ensure you use an appropriate subject line which conforms to the following standard:

(Course Code) (Year)

Attached documents should be submitted in either *.pdf or *.docx formats. Your course teacher may request a specific format for specific assignments.

All submitted documents should be named according to the following standard:

(Surname) (First name) (Course Code) (Year)

To

Professor X

Cc

BPOPI 2022



Smith John BPOPI 2022.docx
12 KB



Dear Prof. X,

Please find attached my written assignment for this semester.

Yours sincerely,

John Smith

REMEMBER

All of us here at the department are here to help you.

If any of the above is unclear to you, or if you have any further questions, please contact one of us either in person during our consultation hours or via email. We will be more than happy to answer any queries you may have, and it is much better to deal with any misunderstandings before they become a problem.

If you are unsure who to contact with any questions you may have regarding this topic, you can always contact the author of this guide (james.clubb@uhk.cz).

These guidelines are here for two main reasons:

- To ensure that you all learn good habits and practices for your future studies. Learning and practising these basic academic skills now will benefit you in your continuing and future studies.
- To ensure that we, as your course teachers, are able to quickly, easily, and efficiently find your work in our busy inboxes, mark it, and provide you with productive feedback.

Therefore, while we are strict about these guidelines, please remember that they are for your benefit. Following these rules helps us to help you.

Best regards,

Your English department