THE UNIVERSITY OF WOLLONGONG

School of Accounting & Finance

ACCY 202 Financial Accounting IIA

Subject Programme Autumn Session
2003

Lecturer & Subject Co-ordinator:
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Ms Connie Spasich    40.319    42 213605

Shoalhaven
Ms. Michelle Cocks    Access Centre    to be advised

Batemans Bay
Mr. Ian Traynor    Access Centre    to be advised

Bega
Bernard Shea    Access Centre    to be advised

Moss Vale
Mr. Ian Mann    Access Centre    to be advised

Important Notice to Students: Lecture Seating
Due to occupational health and safety requirements students must be properly seated in the seats provided. Under no circumstances should students sit or stand on stairways and other thoroughfares. If you cannot find a seat then you should attend the alternative lecture for that day.
Consultation Times
Members of the teaching team (both full time and casual) will advise their students of their consultation times. Full time staff members consult for a period of four hours a week over a minimum of two days. These times will be posted on the doors of staff members’ offices. Consultations outside these normal times may be made by mutual agreement between individual students and staff.

Subject Description
ACCY 202 is a financial accounting subject which consolidates and builds upon the skills and concepts acquired in ACCY 102, while focusing on relevant accounting standards, and laying the foundation for topics to be covered in ACCY 201, Financial Accounting IIB. In the first two weeks we review the company structure including company formation, share issues, reserves and liquidation. We then analyse the conceptual framework and Statement of Accounting Concepts 1-4. This analysis will provide the base on which to explore specific Accounting Standards relating to the Financial Statements and issues of disclosure and presentation of financial information. After a study of the standards governing depreciation and revaluation of non-current assets, we cover the current issues related to tax effect accounting. At this stage, students should have acquired the skills to prepare the more complex financial statements that result from business activities undertaken by multiple business entities within the same economic group. The aims of lectures and tutorial work will be to ensure that students have a sound grasp of the technicalities of each topic and to impart to students the concept that these technical processes are not isolated but operate within highly politicised and socially constructed environments.

Subject Objectives
After having successfully completed this subject, students will:

a) have an enhanced understanding of accounting’s Conceptual Framework and the Statement of Accounting Concepts 1-4
b) be able to recognise that the accounting process is entwined with wider social and political processes.
c) be able to explain and/or account for:
   1. corporate formation and capital (re)organisation and liquidation
   2. appropriations from profits and asset revaluation
   4. corporate income tax
   5. purchase of assets under different circumstances
   6. the operations of complex corporate/economic entities, in accordance with corporations Law and approved accounting standards. This will include being able to:
      a. List the basic concepts of consolidation and explain the purposes and limitations of consolidated financial statements.
      b. Calculate amounts and prepare journal entries for the following consolidation processes:
         i) purchase elimination
         ii) goodwill/discount on consolidation
      c. Complete a consolidation worksheet for the preparation of consolidated financial statements.
      d. Prepare a basic consolidated Statement of Financial Position.
Subject Objectives (cont)

d) be able to analyse and prepare the Statement of Financial Performance, Statement of Financial Position and Statement of Cash Flows according to the relevant Accounting Standards

e) be able to identify and explain issues relating to disclosure and presentation of financial information in the statements in (d)

f) be competent in using a computerised accounting package to process transactions.

g) have further developed analysis, research and, written communications skills.

Subjects Requirements and Method of Assessment

(A) IMPORTANT: To be eligible for a pass in this subject all of the assessable tasks in part (C) must be completed according to specific instructions in this outline (notwithstanding any special consideration approved by the Subject Co-ordinator). Failure to complete any of the tasks will therefore mean that a student’s final grade will not simply reflect an aggregate of marks obtained from completed tasks and exam/s.

(B) The compulsory subject requirements are:

(i) Attendance and active participation at tutorials.

(ii) Preparation of all tutorial questions.

(iii) Attendance at, and completion of, workshop questions.

(iv) Submission of essay in prescribed format and within the time and length limit specified.

(v) Submission group analysis on international harmonisation of accounting standards.

(vi) Achievement of a minimum mark of 40% in the final examination.

(C) The composite mark will be made up as follows:

<table>
<thead>
<tr>
<th>Task</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Set “Videorama Pty Ltd” - due week 5</td>
<td>10</td>
</tr>
<tr>
<td>News item report - due week 7</td>
<td>5</td>
</tr>
<tr>
<td>Essay - due week 9</td>
<td>20</td>
</tr>
<tr>
<td>Participation</td>
<td>5</td>
</tr>
<tr>
<td>Final examination (all topics examinable)</td>
<td>60</td>
</tr>
</tbody>
</table>

Total 100

Prescribed texts

1. Leo K. and Hoggett J. “Company Accounting in Australia” 5th Ed PLUS

2. Perrin B. and Edward L. “Videorama Pty Ltd” computerised MYOB practice set

These are both published by John Wiley and Sons and come in a shrinkwrap package which is considerably less expensive than buying them separate.

To access the relevant supplements for the Leo and Hoggett text students need to go to the following URL and click on the Students link in the left toolbar:


This site also has additional problems and solutions which students may find helpful in understanding the subject.

Students continuing studies in Accounting and completing Accy 201 and Accy 302 are advised to keep textbooks 1 and 3 as these future subjects will be referring to these textbooks.
**Additional References may INCLUDE:**
**Texts:**


7. *Australian Corporations Legislation, 2003*, CCH

The lecturer may, as opportunities arise, mention certain current events/situations which relate to financial accounting. If these events are currently also being scrutinised by the media, it is expected that students wishing to enhance their understanding of financial accounting in practice, refer to, and read any relevant articles in daily newspapers, such as the Financial Review and Sydney Morning Herald.

For the essay topic the suggested readings in the “Accy 202 Book of Readings” in the Commerce Resource Room, 40.G13, are an excellent place to start.

**Web Site**

Further resources, such as lecture overheads, tutorial and workshop solutions and other relevant material, will be made available as required, on Accy202’s specific web site located through the sols link at: http://www.uow.edu.au. It is important that students access this site on a regular basis as the “Discussions” platform will be used to inform students of any major announcements relating to Accy202. Please use the “Discussions” link under the Communications icon (on the Home Page) to communicate with the students in Accy202 in general and to address any general issues to me. Any personal issues should be e-mailed to my personal e-mail address at the front of this outline.

**PLEASE NOTE:** Your communications on this web site must relate to Accy202 and, generally, comply with University Policy on web use. Students may be denied access for any violations of this Policy.

**Study time**

As a general rule, each credit point per subject has a value of 2 hours study per week including attendance at tutorials, lectures and workshops. This is a 6 credit point subject, therefore, on average, 12 hours study per week should be devoted to this subject. Once you enrol in this subject, you will have certain expectations from your lecturers and tutors. However, on the other hand, lecturers and tutors will have certain expectations from you and will expect you to meet your commitments to study.

**Attendance records**

Attendance records will be kept at tutorials and workshops. Records of completion of tutorial questions will also be kept.
Tutorial and Workshop assignments

Workshop and Tutorial discussion questions, exercises and problems are provided for in each topic. Students are expected to have prepared answers to all these questions prior to tutorials, while workshop questions will be completed during the workshop. The final exam will be based on concepts raised in tutorial and workshop questions. In some cases, tutors may not have the time to discuss answers to all the questions during tutorial/workshop sessions, therefore if a student has any difficulty in understanding s/he should make an appointment to discuss the matter with her/his tutor. Tutors will be keeping a weekly record of each student's attempt to satisfactorily complete tutorial assignments and may sporadically collect tutorial work. Answers for all tutorial and workshop questions will be made available on the subject’s web site in the week following their coverage in classes.

Receipt of assessment work

Please submit Practice Set, News Item Summary and Essay directly to your tutor, during your tutorial in the week they are due. Written work cannot and must not be submitted by facsimile or email. Submission by normal/physical mail is acceptable provided that the submission is postmarked on or before the required date. If it goes “missing” you could end up being penalised for late submission as evidence of posting would have to unmistakably establish that the essay/exercise was the enclosure. Always keep a copy of all work submitted.

ASSESSMENT TASKS

Practice Set (Due week 5- W/B 31st March)
The objective of this task is to revise some of the key elements learned in first year accounting, to gain experience using accounting software and to develop student skills in evaluating key elements of financial reports (subject objectives d & f).

“Videorama” is a practice set which uses MYOB accounting software. Students are expected to complete the practice set in their own time. The practice set does not introduce any new concepts and therefore could be easily completed prior to week 5. It is important for students to read the instructions as the practice set itself is very comprehensive. For those who are not familiar with MYOB, the first part of the text outlines all aspects in detail. If you do not know how to use MYOB, you should allow 2-3 hours to learn how to apply the program. A disk with MYOB version 11 comes with the practice set to enable students to install the software and complete it on their own computer. At the Wollongong campus computer labs have been specifically booked (see times below) to enable those students who would like to complete the Practice Set at the University, for whatever reason, to be able to do so. MYOB version 11 is already installed on these lab computers. Please note, these are not supervised and you are still expected to work independently.

Tue 1830-1930 Lab 5
Thu 1330-1430 Lab 5
Fri 1030-1130 Lab 5

There may be other unbooked periods in the computer labs which students may have access. Please enquire directly to Information Systems on 42 213893.
The South Coast Campuses’ have been notified that Accy 202 students may require access to computers. I have been informed that the labs have sufficient unbooked times for Accy 202 students to complete the practice set. Students at these campuses’ will need to contact the administration in each campus to ascertain when they may access the labs. These labs have version 12 installed and while this should still work, if any of these students have any problems then use the version 11 on the disk provided with the practice set.

REQUIRED: a) Complete and submit the reports as per the requirements stated on page 83 of the practice set AND
b) submit a report analysing Videorama’s financial performance, financial position and recommendation based on the reports obtained in part a).
News Item Report (week 7 W/B 14th April)
(Format: short report approx 900 words)

The objective of this task is to assess the student’s ability to identify key issues and discuss their merits in a logical and concise manner (subject objectives e & g).

Preliminary enquiries into the failure of HIH Insurance Ltd have revealed many shortcomings in both ethical and professional standards which in many cases materialised in the way the company interpreted accounting disclosures and presented its financial information.

REQUIRED:
Research a minimum of three articles relating to the HIH collapse which deal with these issues and write a report for stakeholders analysing the validity or otherwise of the claims (a copy of the selected newspaper articles must be submitted with the report otherwise nil marks will be allocated).

Hints: When looking at the issues some may argue that it is all well to know what went wrong in hindsight, and that it would have been more difficult to know at the time, BUT, is this argument valid in terms of professional expertise and experience expected of the individuals who run our major corporations?

Presentation: Reports should be typed using double-line spacing with a 2cm margin. Reports MUST include an executive summary of the main findings. Referencing guidelines must be adhered to (see attachment to this outline). Only one copy of the Report is to be submitted, however, you MUST retain a printed and soft copy. The cover sheet at the end of the Subject Programme is to be attached to the front of your report.

Penalties for late submission: same as essay

Essay (Due week 9 – W/B 5th May)
The objectives of this task is to develop students’ written communication skills, ability to carry out independent research, and their understanding of the technical and social aspects of accounting rules (subject objectives b, c4 & g).

Accounting for Income Taxes is currently undergoing a major review. The operative date for the new Accounting Standard dealing with Income Taxes was postponed firstly from December 2002 to December 2003/ June 2004 (see page 413 Accounting Handbook) and, in November 2002 it was further postponed to January 2005. Discuss the major conceptual differences between the current and the proposed standards and explicate the debate which has surrounded the implementation of the new standard making mention of the possible motives and impact of different interest groups in this debate.

(length: approx. 1500 words)

Hints:
Clearly identify and list the issues involved, i.e in this topic they could relate to change in the method of accounting for income tax, perceived differences of opinion on effectiveness of new standard, difficulty of implementation/understanding, consistency of new standard with other accounting concepts, and so on. Make a list of possible means of approaching each issue. Ask yourself what you already know about the subject/issues, what additional knowledge you need to answer the question and where will you find it? Plan your answer carefully. Once you commence writing, stop frequently to reflect on your work. Does it make sense? Is this approach, structure, style, etc working? Refer frequently to the topic and ensure that the essay is kept focused on the underlying issues. Finally, prevent penalties by reading the assessment criteria and requirements below and ensuring that you adhere to them.

You must carry out independent research. The AASB has a web site www.aasb.com.au/ which may be of use and is a good place to start, as well as articles in professional publications by CPA Australia and
ICA Australia. After gaining some understanding you should then try and find articles in academic journals.
Essay (cont)

Assessment Criteria:

- Synopsis (worth 3 marks)
  
  Every essay must have a synopsis. A Synopsis is NOT an introduction
  
  Clancy & Ballard (Essay Writing for Students, 1981) recommend that the synopsis should cover:
  
  1. The outline of your main arguments/issues of discussion
  2. The general conclusions you have reached in relation to the topic.
  
  Where synopsis length is not specified it is usual to aim at around 5 - 10% of the length of the essay itself.
  
  The marker should, on reading your synopsis, know what you are going to argue, whether or not you agree with the topic and why.

- Structure & Presentation (worth 3 marks)
  
  To what extent did the structure and presentation of your essay enhance the logical coherence and flow of your arguments?

- Content (worth 8 marks)
  
  How relevant was the content of your essay in your answer to the question?
  
  How logical and coherent were the arguments you used to establish and support your point of view?

- Style (worth 3 marks)
  
  How did your writing style, eg., grammar usage, language, sentence construction and length add to/detract from the flow of the essay? Any suggestions for improving the readability of your written work.

- Referencing (worth 3 marks)
  
  Did your references support your arguments? Did you follow the prescribed method as attached on the subject outline?
  
  Remember not acknowledging sources are tantamount to plagiarism.

Special Requirements:

Essays not prepared and presented in accordance with these requirements will be penalised.

Presentation: Essays should be typed using double-line spacing with a 2cm margin. Essays MUST include a synopsis and a list of references or a bibliography. A minimum of 8 different journal articles should be used and referred to. An academically acceptable method of referencing MUST be used – use journal articles as a guide and state which method you have adopted. Only one copy of the Essay is to be submitted, however, you MUST retain a printed copy of your essay. The cover sheet at the end of the Subject Programme is to be attached to the front of your essay.

Submission: You are required to submit each essay in person, to your tutor, during your tutorial in week 8. Any essay not handed in according to these guidelines will be treated as a late submission unless prior arrangements have been made with the Subject Co-ordinator.

Essays submitted 2 weeks or more after the due date will not be accepted. Students failing to submit essays by this date will automatically fail the subject.
Essay (continued)

**Penalties:**
- Late submission: 1 mark per day or part thereof.
- No synopsis: 1 mark
- No list of references or bibliography: 1 mark
- Incorrect referencing: 2 marks
- Failure to refer to press and/or journals: 2 marks

Plagiarised essays, which include copying the work of another student, will receive a mark of zero. (Refer The University of Wollongong Acknowledgment Practice).

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**Acknowledgment Practice/Plagiarism and Code of Practice - Students**

Plagiarism is the use of another person’s work, or idea, as if it is your own.

The other person may be an author, critic, lecturer or another student. When it is desirable, or necessary, to use other people’s materials, take care to include appropriate references and attribution - do not pretend the ideas are your own. Be sure not to plagiarise unintentionally. Plagiarism has led to expulsion from the university.

The University provides clear guidelines on its attitude towards plagiarism and how to avoid unintentional plagiarism. If in doubt the full policy may be viewed at: [http://www.uow.edu.au/student/calendar/rules/plagiarism.html](http://www.uow.edu.au/student/calendar/rules/plagiarism.html).

For guidance on acceptable referencing look at “Referencing of written work” guidelines attached as an appendix to this programme.

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**Special Consideration, Extensions and Supplementary Examinations**

Supplementary examinations and assignment extension may only be permitted in accordance with University of Wollongong policy, for example in extenuating circumstances such as verified illness, misadventure, or for religious reasons. Students should familiarise with the University policy for Special Consideration available at: [http://www.uow.edu.au/student/calendar/specialconsideration.html](http://www.uow.edu.au/student/calendar/specialconsideration.html). To apply for Special Consideration, students must log onto SOLS using their student number and barcode, and select the special consideration link. A personalised application form will then appear for electronic completion and submission. **Requests must be made before the due date.** The subject co-ordinator is the only persons authorised to grant special consideration and once the request is received and considered s/he will notify students by e-mail if special consideration and/or extension has been granted. It is every student’s responsibility that the University has a correct record of their current address and contact details. Situations where students are unable to sit the supplementary examination will be individually determined but normally another supplementary examination will not be provided. Other action such as support for discontinued rather than fail will be considered if appropriate.

**It is the responsibility of students who have applied for a supplementary exam, to ascertain the date of the deferred examination** and to ensure that both the University Administration and the Department of Accountancy Administrative Assistant have the correct address and telephone number of the student.

Full details of the university’s policy regarding special consideration are available in the University Calendar.
Disability

Students with disability who require special arrangements or consideration should contact the Disability Liaison Officer in Student Services - Telephone 42 214352, or the Faculty Disability Officer (the Sub-Dean (telephone 42 215773), and the Subject Co-ordinator.

Queries and Questions

Students who encounter difficulties with aspects of the subject should first raise the matter with their tutor. If there is still a problem, contact the subject co-ordinator.

Study Effort

Successful completion of this subject requires an understanding of complex issues which cannot be acquired ‘over night’. Students are therefore urged to work consistently through the session and not attempt a last minute cram. Consistent effort includes completion of all tutorial and workshop questions as they have been selected to help you acquire the knowledge and skill required to successfully complete this subject. Therefore while the teaching staff is here to provide you with the expertise and support to guide you, your success in this subject is largely in your hands.

Good luck.

Connie Spasich
ACCY 202 Financial Accounting IIA

Proposed Lecture Schedule

Week

1

Introduction to the subject
Module 1: Revisiting the Corporate Entity: Company Formation, Accounting for Liquidation, Share Capital Issue, Shareholders Funds and components of Shareholders Equity
Videoconference: General introduction to the subject, at Shoalhaven, Bega, Bateman’s Bay and Nowra

2

Module 1 continued

3

Module 2: Conceptual Framework, Statements of Accounting Concepts (SAC’s)

4

Module 2 Continued:

5


6

Module 3: continued
Videoconference Essay Session, at Shoalhaven, Bega, Bateman’s Bay and Nowra

7

Module 4: Depreciation and Revaluation of Non-Current Assets
Essay Session for Wollongong Campus

8

Module 4 (cont)
Module 5: Accounting for Income Taxes

9

Module 5: Continued

10

Module 6: Acquisition of Assets

11

Module 7: Accounting for Group Structures (Consolidation)
Videoconference, queries/feedback, at Shoalhaven, Bega, Bateman’s Bay and Nowra

12

Module 7: Continued

13

REVISION
<table>
<thead>
<tr>
<th>Week</th>
<th>Module</th>
<th>Readings</th>
<th>Tutorial Q’s Due</th>
<th>W’shop Q’s Due</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Module 1</td>
<td>L &amp; H Chpts 1 &amp; 2</td>
<td>L &amp; H Chapt 1 Q’s 1, 2, 3, 6, 7</td>
<td>L &amp; H Chapt 1 Q’s 10, 12.15</td>
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<tr>
<td></td>
<td>(cont’d)</td>
<td>L &amp; H Chaps 3 (pgs 96-118)</td>
<td>Chapt 2, Q’s 6, 16, Ex 2.6</td>
<td>Chapt 2, Problem 2.7</td>
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<tr>
<td>2</td>
<td>Module 2</td>
<td>L &amp; H Chapts 3 (pgs 80–96)</td>
<td>L &amp; H Chapt 3 Q’s 11.13, Ex 3.3</td>
<td>L &amp; H Chapt 3 Problem 3.1</td>
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<tr>
<td></td>
<td>(cont’d)</td>
<td>AAH- Policy Statement 5 pgs lix- lxv, &amp; Conceptual Framework pgs 31-95</td>
<td>L &amp; H Chapt 9 Q’s 8, Ex. 9.2</td>
<td>L &amp; H Chapt 9 Problem 9.3</td>
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<tr>
<td>3</td>
<td>Modules 2</td>
<td>Same as week 3 (above) plus check for links to web articles on the Accy 202 web site</td>
<td>L &amp; H Chapt 1 Q 13</td>
<td>L &amp; H Chapt 9 Problem 9.5</td>
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<td></td>
<td>(cont’d)</td>
<td>L &amp; H Chpts 5 &amp; 6</td>
<td>L &amp; H Chapt 3 Q’s 6-10</td>
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<tr>
<td>4</td>
<td>Module 3</td>
<td>AAH: AASB 1018, AASB 1034 and AASB 1040</td>
<td>L &amp; H Chapt 5 Ex’s. 5.2, 5.4</td>
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<tr>
<td>5</td>
<td>Module 3</td>
<td>L &amp; H Chaps 7 &amp; 8</td>
<td>L &amp; H Chapt 6 Ex 6.2</td>
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<tr>
<td></td>
<td>(cont’d)</td>
<td>AAH: AASB 1004 and AASB 1026</td>
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<td>6</td>
<td>Module 4</td>
<td>L &amp; H Chapt 12</td>
<td>L &amp; H Chapt 7 Q’s 3, 5 &amp; Ex 7.4</td>
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<td>AAH: AASB 1041</td>
<td>L &amp; H Chapt 8 Problem 8.3</td>
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<tr>
<td>7</td>
<td>Module 5</td>
<td>L &amp; H Chapt 4</td>
<td>L &amp; H Chapt 12 L &amp; H Chapt 12</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>AAH: AASB1020 Q’s 1, 5, 6 plus check for links to articles on</td>
<td>Ex’s 12.2</td>
<td></td>
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<tr>
<td>8</td>
<td></td>
<td></td>
<td>L &amp; H Chapt 12 Problem 12.3</td>
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<tr>
<td>Week</td>
<td>Module</td>
<td>Readings</td>
<td>Tutorial Q’s due</td>
<td>Workshop Q’s due</td>
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<tr>
<td>9</td>
<td>Module 5 (cont’d)</td>
<td>Readings Same as Wk 8</td>
<td>L &amp; H Chapt 4 Q’s 1-6 Ex. 4.1 Problem 4.2</td>
<td>L &amp; H Chapt 4 Ex’s 4.3, 4.5</td>
</tr>
<tr>
<td>10</td>
<td>Module 6</td>
<td>L &amp; H Chapt 10 &amp; 11</td>
<td>L &amp; H Chapt 4 Problems 4.3 4.6</td>
<td>L &amp; H Chapt 10 Ex 10.2 Problem 10.2</td>
</tr>
<tr>
<td>11</td>
<td>Module 7</td>
<td>L &amp; H Chapt 13 AAH: AASB 1024</td>
<td>L &amp; H Chapt 10 Q’s 1-5 Problem 10.6 L &amp; H Chapt 11 Problem 11.1</td>
<td>L &amp; H Chapt 11 Ex 11.1, 11.3 (part A only)</td>
</tr>
<tr>
<td>12</td>
<td>Module 7 (cont’d)</td>
<td>L &amp; H Chapt 14</td>
<td>L &amp; H Chapt 13 Q’s 1, 3, 4, 5, 6, 10</td>
<td>L &amp; H Chapt 14 Exs 14.2, 14.3 and and 14.4</td>
</tr>
<tr>
<td>13</td>
<td>REVIEW</td>
<td>L &amp; H Chapt 14</td>
<td>L &amp; H Chapt 14 Q 2, 3 and 5 Problems 14.3, 14.5 and 14.6</td>
<td>L &amp; H Chapt 14 Problem 14.7</td>
</tr>
</tbody>
</table>

**Note:** The texts and the selected articles represent minimum reading requirements. Students are urged to read widely on all Modules and, in particular, in the preparation of the essay topic.

Workshop questions have deliberately been given to you in advance so that you can attempt them prior to the Workshop. This will greatly assist you in identifying problem areas so that you can then raise them with workshop supervisors. Simply copying an answer will not assist you to learn complex concepts.
ACCY 202
ESSAY COVER SHEET

Student Name:..................................................................................................................
Student Number.............................................................................................................
Tutorial:.........................................................................................................................
Tutors Name:...................................................................................................................

The following declaration is to be signed and attached to your essay.

“I have read and adopted the University of Wollongong Acknowledgment Practice Code in the University Calendar.”

Signed:....................................................."

Failure to include this statement, duly signed, in your essay will be taken to indicate that the essay has not been duly submitted and per diem late penalties may apply until the omission is corrected. Members of the teaching team are not responsible for drawing this omission to your notice.
Student Name:..................................................................................................................

Student Number.............................................................................................................

Tutorial:.........................................................................................................................

Tutors Name:..................................................................................................................

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Referencing in Written Work

There are certain referencing conventions followed in presenting formal written work such as essays, major assignments and projects. The main objective in presenting references is that others – readers wishing to follow-up, check or whatever – can easily find or obtain the particular work or idea being referred to. Some of these conventions are set out below.

The Bibliography (Reference List)

Titles of books (monographs) and journals are shown in *italics*. Titles of articles are shown in parentheses. For books, date of publication and publisher should be shown (and, if you like, the place of publication). For journal articles the date, volume number and pagination should be indicated. The authors should be listed with surname followed by a comma and the initials. Where there is more than one author the first author is listed with surname first followed by initials but subsequent authors are shown with their initials then the surname. The list should be sorted alphabetically (from authors’ surnames) and where there is more than one work being cited by an author(s) they should be listed in date order, oldest to latest. Formatting should be such that the list is clear and easy to read.

For example:


In the Text

In the main body of the essay reference can be made to a work by its author with date and page number(s) in brackets; for example:

I feel I really understood semiotics after reading Cobley and Jansz (1997).

If you are quoting, the quote should be indicated in parentheses with the author’s name and date and page number listed in brackets; for example:
In discussing the differences between the two approaches to accounting history Fleischman and Tyson claim the “critical historians tend to question the objectivity of much primary source material” (1997, p 91). However, “in its stress on the social context, the work of Jakobson and the Prague School is extremely important” (Cobley & Jansz, 1997, p 154).

Do not “overdo it”. Note that in the above example the references are different (where the dates are indicated). That is because references should not interfere with the flow of the text. If you are making a lengthy quote you can do this by

Indenting the paragraph and possibly showing it in a different fond size, as in some books. But if you are doing this then you do NOT need the parentheses marks and you should not use italics. Italics should only be used to emphasise some word(s). (Gaffikin, 2001, p 999).

Technology has influenced referencing. In the past underlining was used because typewriters tended not to be able to italicise words. But, as word processors can easily manage italics and bold text, underlining should only be used minimally. Unfortunately, some people do not seem to appreciate this and indicate the same “thing” in multiple ways. That is, you really only need to indicate that you are quoting in one method (preferably as above) but some people indent, use parentheses and even italicise the whole quote. Thus they are saying “I am quoting, quoting, quoting” (that is the same thing three times!).

There are many other conventions and, if you wish to learn more about this topic, you can read a style manual – a book published to tell authors how to present their work to the publishers. Alternatively, you can look at the “instructions to authors” given in journals (either near the front or back of an issue). In the Department many subjects require students to comply with The Accounting Review style in presenting their essays; that is essentially what I have outlined above. When referring to a work in the main body of your text you should follow the same format as in the bibliography as I have when making reference to The Accounting Review. Presentation is important as it gives the readers a “first impression” of how important you believe you work is. Always proofread your work before handing it in. Leave spaces after punctuation marks.

MJRG
8.5.00