

## SUBMISSION PROCEDURE

**PART A**      **Submit to turnitin.com**      **Thursday, January 11<sup>th</sup>, 2018 by 5:00pm**

- **Only the STUDENT LEAD is to log into Turnitin.com as assigned by DECA Ontario**
- **DO NOT wait until the last minute to electronically submit. Excuses of technical difficulties, server issues, and power outages will not be accepted as reasons for not submitting on time.**
- **Failure to follow instructions will lead to a penalty deduction.**

Students enrolled in DECA Writtens Events will be sent their invitation with password from Turnitin on **December 21<sup>st</sup>, 2017**. If the students are in a team, only one of them has access to the program, the one who is **alphabetically first** by last name. Please ask them to check and make sure that they have received it; have them check their junk or spam folders as well.

If they have used Turnitin before, their old profile is saved under their old login and password and they will have a new class appear for uploading their file. If they have forgotten their password follow the steps below. Please have them check that they can access their class.

Students may re-upload their file as often as they want, until January 11; **highly recommended**. It will tell them their plagiarism percentage each time, and they can correct their errors in annotating material they have downloaded. They should not worry about sentences like "Toronto has a population of 2.5 million." There are not a lot of other ways to make that statement and any plan that requires a description of the demographic will have the same sentence. However, if they have copied 5 sentences from the Toronto.ca website they need to annotate it.

If the student who was first in the alpha list resigns from the team please let me know and I will re-register the team under the next student alphabetically. Email [vicki@deca.ca](mailto:vicki@deca.ca) regarding these types of issues.

**Naming Convention: EVENT CODE–SCHOOL-LAST NAMES [i.e. ADC – East York CI – Plagianakos, Smith]**

**When you are ready to upload and submit a FINAL entry, BEFORE you log off, print a confirmation receipt to ensure you correctly uploaded the document.**

If you already have an account and you already submitted papers in previous DECA competitions and you have **forgotten your password**:

1. Go to: [https://www.turnitin.com/password\\_reset1.asp](https://www.turnitin.com/password_reset1.asp)
2. Enter the email address you used to register with DECA Ontario. Also enter your "last name" and then click "Next."  
**Note:** your "last name" is whatever is stored in your DECA user profile.
3. The system may ask you for the answer to your secret question. This is if you were previously in Turnitin, and have just forgotten. Enter the answer and click "Next" to reset your password immediately. Otherwise, click "**Forgot the Answer**" and an email will be sent to you with a unique password (re)set link.
4. Once you receive the password reset email, you must use the link provided within 24 hours to set a new password. Please remember that the new password is case sensitive, must be alpha numeric, and contain between 6-12 characters. Example: Password1.

## **PART B**      **NEW THIS YEAR!!!!**

Business papers will be read and marked online through turnitin.com. Paper submissions are NOT required. The Written Proposals that are submitted online before the Provincial Competition will be assessed for plagiarism and adherence to the DECA Ontario's Competitive Event Checklist.

### **ALL ONLINE SUBMISSION OF PAPERS MUST USE:**

- a) 1" margins (top, bottom, left and right)
- b) arial font, size 11 (size may vary only in items in the Appendix, Tables or Financial Statements)
- c) 8 ½ X 11 letter-size; legal not permitted
- d) ADC, FMP and SEPP are 100% presentations BUT you still must submit papers. See DECA guide for outlines. Since FCE, HTPS and PSE do not have guidelines, research notes/powerpoint slides or handouts are to be submitted online.

Research and report writing are important elements of modern business activities. Great care must be taken to assure that the highest ethical standards are maintained by those engaging in research and report writing. To reinforce the importance of these standards, all written entries in DECA's Competitive Events Program must submit this statement as part of the entry.

I understand the following requirements are set forth by DECA Inc. for all Competitive Event entries containing a written component. These requirements are additional to the general rules and regulations published by DECA Inc. By signing this statement, I certify that all are true and accurate as they relate to this entry.

1. The contents of this entry are the results of my work or, in the case of a team project, the work of current members of this DECA chapter.
2. No part of this entry has previously been entered in competition.
3. This entry has not been submitted in another DECA Competitive Event.
4. Credit for all secondary research has been given to the original author through the project's bibliography, footnotes or endnotes.
5. All activities or original research procedures described in this entry are accurate depictions of my efforts or, in the case of team projects, the efforts of my team.
6. All activities or original research described in this entry took place between the **2017 Chartered Association Career Development Conference/Provincials** and the **2018 Chartered Association Career Development Conference/Provincials**.
7. I understand that DECA has the right to publish all or part of this entry. Should DECA elect to publish the entire entry, I will receive an honorarium from DECA. Chapters or individuals with extenuating circumstances may appeal the right to publish the entry to the executive committee of the board of directors, prior to April 1.

The statement of assurances will be signed by the Chapter Advisor ONLY. A listing of all the participants and their event code will be emailed to the Advisor only by January 1. As the Lead chapter advisor, you will verify that the above statements are true and that the student's (students') work does not constitute plagiarism. **Additionally, the papers have been vetted by you and that you can certify that the students' papers follow DECA's formatting guidelines.**

**Find your school's page (link below) and print it off. The Advisor will sign, scan and email it back to [papers@deca.ca](mailto:papers@deca.ca) Please ensure that you put your SCHOOL NAME in the subject line.**

**[http://www.deca.ca/documents/Chapter Statement of Assurances \(cover pages\).pdf](http://www.deca.ca/documents/Chapter_Statement_of_Assurances_(cover_pages).pdf)**

#### PROJECT ORIGINALITY

In many written events, chapters have settled on a strategy that uses the same well-developed projects year after year. Succeeding chapter teams often take the previous year's successful project and seek to improve it. If that strategy works in achieving a chapter's goals and the experience teaches the principles of DECA, the strategy serves the chapter, the community and DECA well.

Chapters submitting entries for chapter team events, however, should be challenged to do more than update the previous year's written project. Project committees should avoid even reviewing the previous year's entry. Judges (whose assignment is to evaluate a project according to established guidelines) will be impressed by the originality of a chapter's project.

Plagiarism of projects judged previously will automatically disqualify a chapter from competition and eligibility for awards.

Participant Name(s): \_\_\_\_\_

Event Code: \_\_\_\_\_ Event Name (in full): \_\_\_\_\_

Chapter (not just the acronym): \_\_\_\_\_

Please refer to *Format Guidelines for the Written Entry* for a more detailed explanation of these items.

	Checked	Penalty Points Assessed	Page No.
1. The Written Event Statement of Assurances and Academic Integrity must be signed and submitted on behalf of your Advisor On behalf of the entire school. ONE form to be signed and submitted.			
Papers from the Chapter will not be timetabled unless the form is completed and submitted by the Chapter Advisor. Blanket chapter form will be emailed out first week of January.			
2. The body of the paper uses 1" margins (top, bottom, left and right)	_____	15	_____
3. Arial font, size 11 (size may vary only in items in the Appendix, Tables or Financial Statements)	_____	15	_____
4. Limited to the number of pages specified in the guidelines (plus title page and the table of contents).	_____	5 (per page)	_____
5. All pages are numbered in sequence starting with the executive summary and ending with the final page of the appendix. Do not use separate sheets between sections or as title pages for sections.	_____	5	_____
6. Major content must be at least double-spaced (not space-and-a-half). Title page, table of contents, executive summary, bibliography, appendix, footnotes, long quotes, material in tables, figures, exhibits, lists, headings, sample letters, forms, etc., may be single-spaced.	_____	5	_____
7. Entry must be typed/word processed. Handwritten corrections will be penalized. Charts and graphs may be handwritten.	_____	5	_____
8. Standard letter size paper size is used: 8 1/2 inches x 11 inches.	_____	5	_____
9. The written entry follows the outline in the Written Entry Guidelines for the event. Additional subsections are permitted in the body of the written entry.	_____	5	_____
<b>Total Penalty Points Assessed</b>		_____	

*A check indicates that the item has been examined.  
 A circled number indicates that an infraction has been noted.  
 A page number indicates the location of the infraction.*