STRAYER UNIVERSITY | WRITING STANDARDS

Communicating professionally and ethically is an essential skill set we teach at Strayer. The following guidelines ensure:

- Your writing is professional
- You avoid plagiarizing others
- You give credit to others in your work

➔ **Review Strayer's <u>Academic Integrity Policy</u> in the Student Handbook.**

➔ **Bookmark the <u>SWS website</u> for additional SWS resources.**

➔ **Visit the <u>SWS YouTube page</u> to view helpful SWS videos.**

Fall 2020

Essay/Paper Guidelines

Use these rules when working on an essay!

Design

- ☐ Include page numbers.
- ☐ Use 1-inch margins.
- ☐ Use numerals (1, 2, 3, and so on) or spell out numbers (one, two, three, and so on).
- ☐ Double space body text in the assignment.
- ☐ Use consistent 12-point font.
- ☐ Use section headings to divide separate content areas. Center the section headings on the page, be consistent, and include at least two section headings in the assignment.

Title Page

- ☐ Include the assignment title, your name, course title, your professor's name, and the date of submission on a separate page (first page of submission).

Develop

- ☐ Use appropriate language and be concise.
- ☐ Write in active voice when possible. Find tips here.
- ☐ Use spelling/grammar check and proofread to keep work error free.
- ☐ Choose a point of view (first, second, or third person) as required by assignment guidelines.

Cite Credible Sources

- ☐ Provide credible sources to support your ideas/work when required. Find tips here.
- ☐ Cite sources throughout your work when you borrow someone else's words or ideas.
- ☐ Don't forget: Cite and add your textbook to the Source List if used as a source.

Build a Sources List

- ☐ Include a Sources List when the assignment requires research or if you cite the textbook.
- ☐ Type "Sources" centered horizontally on the first line of the Source List page.
- ☐ Record the sources that you used in your assignment in a numbered list (see Giving Credit to Authors and Sources section).

Templated Assignment Guidelines

Use these rules when working on a written assignment that is not explicitly an essay!

Design	☐ Use the provided template to format the assignment.
Title Page	☐ Generally not required. If it is required, include the assignment title, your name, course title, your professor's name, and the date of submission on a separate page (first page of submission).
Develop	☐ Use appropriate language and be concise.
	☐ Write in active voice when possible. Find tips here.
	☐ Use spelling/grammar check and proofread to keep work error free.
	☐ Choose a point of view (first, second, or third person) as required by assignment guidelines.
	☐ Specific assignment guidelines may override these standards. When in doubt, follow specific assignment guidelines first.
Cite Credible Sources	☐ Provide credible sources to support your ideas/work when required. Find tips here.
	☐ Cite sources throughout your work when you borrow someone else's words or ideas.
	☐ Don't forget: Cite and add your textbook to the Source List if used as a source.
Build a Source List	☐ Complete the provided Source List when the assignment requires research or if you cite the textbook.
	☐ If no specific area exists in the template, consult the assignment and instructor guidelines for appropriate source credit methods.
	☐ Cite sources throughout your assignment when you borrow someone else's words or ideas.
	☐ When quoting or paraphrasing a source, include the source number in parentheses after the body text where you quote or paraphrase.

PowerPoint/Slideshow Guidelines

Use these rules when working on a PowerPoint or slideshow assignment!

Design

☐ Use a background color or image on slides.

☐ Use Calibri, Lucida Console, Helvetica, Futura, Myriad Pro, or Gill Sans font style.

☐ Use 28–32-point font size for the body of your slides (based on your chosen font style). Avoid font sizes below 24-point.

☐ Use 36–44-point font size for the titles of your slides (based on chosen font style).

☐ Limit slide content (7 or fewer lines per slide and 7 or fewer words per line).

☐ Number slides when the assignment requires 3 or more slides. Place numbers wherever you like (but be consistent).

☐ Include appropriate images that connect directly to the slide content or presentation content.

Title Page

☐ Include the assignment title, your name, course title, your professor's name, and the date of submission on a separate slide (first of submission).

Develop

☐ Use appropriate language and be concise.

☐ Write in active voice when possible. Find tips here.

☐ Use spelling/grammar check and proofread to keep work error free.

Cite Credible Sources

☐ Provide credible sources to support your ideas/work when required. Find tips here.

☐ Cite sources throughout your work when you borrow someone else's words or ideas.

☐ Don't forget: Cite and add your textbook to the Source List if used as a source.

☐ Sources may be provided on a slide-by-slide basis (providing Source List entries at bottom of slide where source referenced) or in a comprehensive Source List at the end of slideshow.

Build a Sources List

☐ Include a Sources List slide when assignment requires research or if you cite the textbook.

☐ Type "Sources" centered horizontally on the first line of the Source List slide.

☐ Provide sources used in your assignment in a numbered list (see Giving Credit to Authors and Sources section).

Discussion Post Guidelines

Use these rules when working on a Discussion Forum post or response!

Design

☐ Use consistent 12-point font.

☐ Include appropriate images or media links that connect directly to discussion topic/content.

Develop

☐ Use appropriate language and be concise.

☐ Write in active voice when possible. Find tips here.

☐ Use spelling/grammar check and proofread to keep work error free.

Cite Credible Sources

☐ Provide credible sources to support your ideas/work when required. Find tips here.

☐ Cite sources throughout your discussion response when you borrow someone else's words or ideas.

☐ Cite quotes and paraphrases correctly: Include the source number in parentheses after the body text where quotation or paraphrasing occurs.

☐ Don't forget: Cite and add your textbook to the Sources List if used as a source.

☐ Type the word "Sources" at the end of your post, and below that include a list of any sources that you cited.

☐ Number all sources in the order they appear.

➲ Examples

For more information on building a Source List Entry, see Source List section.

If you pulled information from more than one source, continue to number the additional sources in the order that they appear in your post.

SAMPLE POST:

The work is the important part of any writing assignment. According to Smith, "writing things down is the biggest challenge" (1). This is significant because...

Sources
1. William Smith. 2018. The Way Things Are. http://www.samplesite.com/writing

SAMPLE POST:

The work is the important part of any writing assignment. According to Smith, "writing things down is the biggest challenge" (1). This is significant because...

The other side of this is also important. It is noted that "the act of writing isn't important as much as putting ideas somewhere useful" (2).

Sources
1. William Smith. 2018. The Way Things Are. http://www.samplesite.com/writing
2. Patricia Smith. 2018. The Way Things Really Are. http://www.betterthansample.com/tiger

Credit to Authors and Sources

Use these rules for using evidence and creating in-text citations!

General Credit

- Credit quoted or paraphrased sources using an in-text citation. An in-text citation includes the primary author's last name and the number of the source from the Source List.
- Before using any source, first determine its credibility. Then decide if the source is appropriate and relevant for your project. Find tips here.
- Well-researched assignments have at least as many sources as pages (see assignment instructions).

Option #1: Paraphrasing

Rewording Source Information in Your Own Words

- Rephrase source information in your own words. Avoid repeating the same words of the author.
- Remember, you cannot just replace words from the original sentence.
- Add the author's last name and a number to the end of your paraphrase as a citation (which will be the same on your Source List).

➡ Examples

ORIGINAL SOURCE

"Writing at a college level requires informed research."

PARAPHRASING

As Harvey wrote, when writing a paper for higher education, it is critical to research and cite sources (1).

When writing a paper for higher education, it is imperative to research and cite sources (Harvey, 1).

Option #2: Quoting

Citing Another Person's Work Word-for-Word

- Place quotation marks at the beginning and end of quoted information.
- Limit quotes to two or fewer sentences (approximately 25 words) at a time.
- Do not start a sentence with a quotation.
- Introduce and explain quotes within the context of your paper.
- Add the author's last name and a number to the end of the quote as a citation (which will be the same on your Source List).

➡ Examples

ORIGINAL SOURCE

"Writing at a college level requires informed research."

QUOTING

Harvey wrote in his book, "Writing at a college level requires informed research" (1).

Many authors agree, "Writing at a college level requires informed research" (Harvey, 1).

Credit for Web Sources

Web sources are accessed through an internet browser.

Home Pages

A home page loads when typing a standard web address. For instance, typing Google.com into any web browser will take you to Google's home page.

Cite a homepage when using information from a news thread, image, or basic piece of information on a company's website. Find Tips Here.

Specific Web Pages

If using any web page other than the home page, include the specific page title and direct link (when possible) in the Source List entry.

If the assignment used multiple web pages from the same source, create separate Source List entries (if the title and/or web address is different).

Effective Internet Links

When sharing a link to an article with your instructor and classmates, start with a brief summary of the article and why you chose to share it.

Share vs. URL Options

Cutting and pasting the URL (web address) from your browser may not allow others to view your source. This makes it hard for people to engage with the content you used.

To avoid this problem, look for a "share" option and choose that when possible. Always test your link(s) before submitting.

If you cannot properly share the link, include the article/source as an attachment. Interested classmates and your professor can reference the article shared as an attachment. Find tips here.

Charts, Images, and Tables

Charts, images, and tables should be centered horizontally on the page and should be followed by an in-text citation. Design your page and place a citation below the chart, image, or table. When referring to the chart, image, or table in the body of the assignment, use the citation.

Do not include a chart, image, or table without introducing it in the assignment and explaining why it is necessary.

On your Source List, provide the following details of the visual:
· Author's name (if created by you, provide your name).
· Date (if created by you, provide the year).
· Type (Chart, Image, or Table).
· How to find it (link or other information; see Source List section for additional details).

Advanced Methods

Some assignments require more advanced techniques. If necessary, these guidelines help with special case scenarios.

Multiple Sources (Synthesizing)

Synthesizing is the use of multiple sources in one paraphrased sentence or paragraph to make a strong point. While this is normally done in advanced writing, it could be useful for any writing where you use more than one source. Find tips here.

The key is clarity. If you paraphrase multiple sources in the same sentence (or paragraph if most of the information contained in the paragraph is paraphrased), you should include each source in the citation. Separate sources using semi-colons (;) and create the citation in the normal style that you would for using only one source (Name, Source Number).

➔ Example

SYNTHESIZED IN-TEXT CITATION

(Harvey, 1; Buchanan, 2)

In the example, the authors Harvey and Buchanan were paraphrased to help the student make a strong point. Harvey is the first source on the Source List, and Buchanan is the second source on the Source List.

Traditional Sources

Page Numbers

When referencing multiple pages in a textbook or other print book, consider adding page numbers to help the audience understand where the information is found. You can do this in three ways:

    a. by including it in the body of your assignment; or

or b. by using an in-text citation;

or c. by listing page numbers in the order used in your assignment on the Source List.

Check with your instructor or the assignment guidelines to see if there is a preference based on your course.

➔ Example

IN-TEXT CITATION

(Harvey, 1, p. 16)

In the example, the author is Harvey, the source list number is 1, and the page number where this information can be found is page 16.

Substitution and Ellipsis

Omitting unnecessary information from a direct quotation is often required. To omit information, delete the unnecessary information and replace it with an ellipsis inside of square brackets, like this: [...]. Find tips here.

There are times when a quality source has made a mistake, but you still value the information that the source provides. To solve this issue, change elements of the source (noting what additions or changes were required). When changing elements within a direct quotation, delete the original information and surround the new wording or spelling with square brackets, like this: "[W]riting".

The bracket here shows that the original source may have misspelled "writing" or that the "W" has been capitalized and was lowercase in the source material.

NOTE: Ellipsis and square brackets cannot be used in paraphrased source material.

➜ Example

ORIGINAL SOURCE

"Writing at a college level requires informed research."

ELLIPSIS

Harvey wrote that writing "at a college level requires [...] research" (1).

SUBSTITUTION

Many authors agree that "[w]riting at an [undergraduate] college level requires informed research" (1).

Footnotes and Additional Content

Written assignments may benefit from including relevant background information that is not necessarily important for the main body of the assignment.

To include extra secondary evidence or authorial commentary, insert a numeral superscript into the text of the assignment and add the extra evidence or commentary in the footer of the page as a footnote. (Note: Microsoft Word's "Insert Footnote" function is the preferred method.)

➜ Example

When writing a paper for higher education,[4] it is imperative to research and cite sources (Harvey, 1). This suggestion applies to both undergraduate and graduate students, and it is the first thing that beginning students must internalize.

[4] Mathews has pointed out that this suggestion is appropriate for all levels of education, even those outside of university, and is in fact best practices for any form of professional writing (2). However, this paper focuses specifically on writing in college-level education.

Appendices

An assignment may require an appendix following the Source List. The appendix is meant to declutter the assignment body or provide relevant supplemental information for the audience.

If there is only one appendix, it is labeled, **Appendix**. More than one appendix may be required. Label the first appendix **Appendix A**, the second **Appendix B**, and so on. Each chart, graphic, or photograph referred to in the body of the assignment requires its own listing in the appendices.

Use descriptive labels in the body of your written assignment to link each chart, graphic, or photograph to its place in the appendices. For example, when referring to a chart found in Appendix B, a student would include **(see Appendix B, Cost of Tuition in Secondary Education, 2010-2019)** after referring to data drawn from that chart.

Source List

The Source List includes all sources used in your assignment. It is a new page added at the end of your assignment. The list gives credit to authors whose work supported your own and should provide enough information so that others can find the source(s) without your help.

Build your Source List as you write.

Setting Up the Source List Page

- ☐ Type "Sources" at the top of a new page.
- ☐ Include a numbered list of the sources you used in your paper (the numbers indicate the order in which you used them).
  1. Use the number one (1) for the first source used in the paper, the number two (2) for the second source, and so on.
  2. Use the same number for a source if you use it multiple times.

Creating a Source List Entry

- ☐ Ensure each source includes five parts: author or organization, publication date, title, page number (if needed), and how to find it. If you have trouble finding these details, then re-evaluate the credibility of your source.
- ☐ Use the browser link for a public webpage.
- ☐ Use a permalink for a webpage when possible. Find tips here.
- ☐ Instruct your readers on how to find all sources that do not have a browser link or a permalink.
- ☐ Separate each Source List element with a period on your Source List.

Source List Elements

AUTHOR	PUBLICATION DATE	TITLE	PAGE NO.	HOW TO FIND
The person(s) who published the source. This can be a single person, a group of people, or an organization. If the source has no author, use "No author" where you would list the author.	The date the source was published. If the source has no publication date, use "No date" where you would list the date.	The title of the source. If the source has no title, use "No title" where you would list the title.	The page number(s) used. If the source has no page numbers, omit this section from your Source List Entry.	Instruct readers how to find all sources. Keep explanations simple and concise, but provide enough information so the source can be located. **Note:** It is your responsibility to make sure the source can be found.

➔ Examples

Michael Harvey In the case of multiple authors, only list the first.	2013 This is not the same as copyright date, which is denoted by ©	The Nuts & Bolts of College Writing	p. 1 Include p. and the page(s) used.	http://libdatab.strayer.edu/login?url=http://search.ebscohost.com/login.aspx

NOTE: For the example, Harvey is the first source used in the assignment.

➔ How It Will Look in Your Source List

1. Michael Harvey. 2013. The Nuts & Bolts of College Writing. p. 1. http://libdatab.strayer.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=590706&site=eds-live&scope=site

➔ Sample Source List

<div align="center">

Sources

</div>

1. Michael Harvey. 2013. The Nuts & Bolts of College Writing. p. 1. http://libdatab.strayer.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=590706&site=eds-live&scope=site

2. William R. Stanek. 2010. Storyboarding Techniques chapter in Effective Writing for Business, College and Life. http://libdatab.strayer.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=359141&site=eds-live&scope=site&ebv=EB&ppid=pp_23

3. Zyad Hicham. 2017. Vocabulary Growth in College-Level Students' Narrative Writing. http://libdatab.strayer.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=edsdoj&AN=edsdoj.9b7fad40e529462bafe3a936aaf81420&site=eds-live&scope=site

4. Anya Kamenetz. July 10, 2015. The Writing Assignment That Changes Lives. https://www.npr.org/sections/ed/2015/07/10/419202925/the-writing-assignment-that-changes-lives