

Department of Social Work Proposed Policy: Application of American Psychological Association (APA) Standards for citations and references in Social Work course written assignments.

Date: 11/19/2014

Purpose: The purpose of this policy is to establish a minimum standard for written assignments for all Social Work courses and to encourage all Social Work students to become proficient in the application of APA formatting standards. Additionally, this policy encourages students to develop a foundational knowledge of proper attribution of the information sources used in written communication. Academic integrity is a value central to all independent inquiry because all scholarship is built upon what is currently known. Plagiarism is a demonstration of academic dishonesty in which students use the work of others as their own. Demonstrations of plagiarism include the following:

- copying text directly from a source without giving credit to the source
- copying text directly from one source while crediting it to another source
- copying text directly from a source yet citing the information as a paraphrase
- presenting a unique idea from an outside source as your own

Policy: Minimally, students are expected to apply the following elements of APA formatting standards to their written work (APA references are noted in parentheses)¹:

- Cover page formatting (Figure 2.1, Chapter 8)
- Page number, line spacing, font and margin formatting (Chapter 8)
- Heading/Subheading formatting (3.03)
- In-text citations (Chapter 6)
- Reference list (Chapter 7)

Students are expected to apply relevant APA formatting in the following instances:

- Cite words, phrases and sentences copied directly from an outside source as a direct quote (include quotation marks, page numbers, author, and publication date).
- Cite paraphrases by giving credit to the author.
- As a general rule, any time a student exacts words from a source, they must be appropriately cited as a direct quote. Otherwise, paraphrase what the author has said and provide a reference for it.
- Cite sources when declarative, fact –based statements, are made about a topic.
- Cite all declarative statements, rather than citing a source at the end of a paragraph.
- When possible, students are expected to cite primary sources, rather than secondary sources such as textbooks, popular magazines and non-governmental/institutional Internet sources.

Students are considered to be plagiarizing if they submit work in which they have failed to adequately give credit to source materials.

¹ *Publication Manual*. (2010). (6th ed.). Washington D.C.: American Psychological Association.

Written assignments that focus on the student's reflection of personal experiences are not required to follow this format. However, if the written assignment requires students to reflect on reading assignments this policy must be applied.

Students are expected to consult the current APA Manual, the writing lab, or the course instructor if they have concerns about how to adequately cite source material. Students are expected to use the APA manual, rather than secondary/Internet guidance sources.

Students will be introduced to APA formatting style in SW 298, Interpersonal Skills, and will be expected to learn this formatting style for all subsequent Social Work courses and assignments.

Instructors will attribute a portion of student grades to the quality of application of APA format on written assignments. This grade designation will be posted in the course syllabus.