

APA Style and Format

Goal

To insure that students are able to fully and correctly integrate the style and format of the American Psychological Association (APA) as published in the Publication Manual of the APA 5th edition as an expectation of the doctoral comprehensive examination.

Objectives

To assist students in achieving the following objectives in preparation for the doctoral comprehensive examination questions:

1. To master the style and format of the APA (5th edition).
2. To develop expert professional and technical writing skills.

Purpose

To assure that students meet the highest performance and ethical standards of practice in the preparation and submission of the doctoral comprehensive examinations with special emphasis on the style and format of the APA; and to provide specific resources that support students in the correct and successful use of APA style and format on the doctoral comprehensive examination.

Written Assignment Standards

To achieve at least a passing score on the doctoral comprehensive examination, all written assignments must be created in Microsoft Office Word 2000 (or higher) and submitted electronically. No handwritten work is accepted. Compose all of your written work offline using a word processing program and upload the final product. Always keep a copy of all work submitted.

All written assignments submitted are expected to be of the highest caliber and consistent with quality professional standards and should demonstrate mastery of standard American English. The grade for a written assignment may be lowered if there are spelling, grammar, sentence structure, capitalization and/or punctuation errors, and other mechanical/technical writing errors. Students are encouraged to **proofread** papers **prior** to original submission to ensure a professional and acceptable product.

The publication manual of the American Psychological Association (APA) (2001, 5th edition) must be followed. The manual provides explicit instructions on how to structure work, to construct references, to create headings, to present ideas, to generate tables, to report numbers and statistics correctly, and more. The manual organizes all written work products and all students must strictly adhere to APA style, format, and organization.

Academic Honesty

Argosy University seeks to foster a spirit of honesty and integrity. Scholarly and ethical writing free from academic dishonesty and plagiarism is an expected student outcome. Students are expected to comply with a stringent ethical code of conduct and comply with all policies regarding academic dishonesty/plagiarism as described in the current or matriculating catalogue. The university has a zero tolerance policy regarding academic dishonesty and/or plagiarism on any work product including doctoral comprehensive examinations.

The University further considers resubmission of work produced for one course in a subsequent or concurrent course, or the submission of work done partially or entirely by another, to be academic dishonesty. The doctoral comprehensive examination must be solely the student's own work and not the work product of another course although other course materials/content may be imbedded in the doctoral comprehensive examination response to questions. If the student has any questions about standards of academic honesty, consult with the test administrator prior to submission of the doctoral comprehensive examination. A finding of academic dishonesty or plagiarism may result in disciplinary action including failure of the doctoral comprehensive examination without a re-take option and dismissal from the

university. The student should consult the current or matriculating current or matriculating catalogue for more details.

Plagiarism - All written work to include graphic work must be the student's *own* original work produced by the student alone unless otherwise directed or cited in accordance with established professional practices. All sources relied upon, whether quoted directly or paraphrased, must be documented using acceptable scholarly references/citation style and format (APA 5th edition) on every page in the paper and all work (unless specifically directed otherwise in writing).

All papers and other written work submitted for review and evaluation must be submitted using the *Publication Manual of the American Psychological Association*, 5th Edition [2001. Washington, DC: American Psychological Association (APA)] style and format (www.apastyle.org). All narrative in any assignment must be *fully* referenced and cited using APA guidelines, and failure to *fully* reference and cite any paper or failure to fully comply with APA guidelines may be construed as academic dishonesty. If the written or graphic work is not fully compliant with the standard described herein any and all work submitted for review and evaluation may be construed as plagiarized. The student is prohibited to engage and/or employ and/or use any other person as a technical and/or APA editor.

The University reserves the right to submit the doctoral comprehensive examination to review by *Turnitin* software (www.turnitin.com) that is a web-based utility used to detect potential cases of academic dishonesty and/or plagiarism. *Turnitin* software compares papers submitted for evaluation to existing pages of content and provides a comparison report to your instructor. The comparison detects papers and other work products that share common information and duplicative language. Common information or duplicative language may be deemed academic dishonesty and/or plagiarism.

Recommended Readings

Booth, W., Colomb, G. G., & Williams, J. M. (1995). *Craft of research: Chicago guides to writing, editing, and publishing* (CGWEP). Chicago, IL: University of Chicago Press. ISBN: 0226065685 (**Highly Recommended**)

Booth, W. (2003). Interview <http://www.press.uchicago.edu/Misc/Chicago/065685in.html>

Gelfand, H., & Walker, C. J. (2001). *Mastering APA style: Student's workbook and training guide* (2001). Washington, DC: American Psychological Association (APA). ISBN: 1557988919 (**Highly Recommended**)

Recommended

Hacker, D. (2004). *Rules for writers*. 5th ed. New York, NY: Bedford/St. Martins.

Lipson, C. *Citation frequently asked questions*. <http://www.press.uchicago.edu/Misc/Chicago/484734.html>

Lipson, C. (2004). *Doing honest work in college: How to prepare citations, avoid plagiarism, and achieve real academic success*. Chicago Guides to Writing, Editing, and Publishing. Chicago, IL: University of Chicago Press. ISBN: 0-226-48472-6

Turabian, K. L. (1996). *A manual for writers of term papers, thesis and dissertation: Chicago guides to writing, editing, and publishing*. 6th ed. (CGWEP) Chicago, IL: University of Chicago Press. ISBN: 0226816273

APA Reference Resources

The following reference materials on style and format are published by the American Psychology Association and are recommended (<http://www.apastyle.org/>):

APA Publications Web Site

<http://www.apa.org/about/publicprod.html>

APA Manual & Related Resources

<http://www.apastyle.org/pubmanual.html>

APA Style Helper (Electronic)

<http://www.apastyle.org/eleceref.html>

General APA Reference Resources

Reference Template Website

<http://www.charm.net/%7Erps/>

Citation Machine

<http://citationmachine.net/>

Reference Point Software

<http://www.charm.net/%7Erps/>

GSU APA Crib Sheet

www.wooster.edu/psychology/apa-crib.html

APA Exercises

http://dianahacker.com/rules/subpages/rs_menu.asp

Technical Writing Resources

Writing Exercises (**Highly Recommended**)

BERA Good Practices in Educational Research Writing

<http://www.bera.ac.uk/publications/pdfs/GOODPR1.PDF?PHPSESSID=e9ed7d2264d417845cd700f465335578>

Colorado State University Technical Writing Workshops

<http://writing.colostate.edu/references/sources/apa/index.htm>

Indispensable Writing Resources

http://www.quintcareers.com/writing/general_writing_resources.html

Online Writing Centers

<http://www.umaine.edu/wcenter/others.html>

OWL at Purdue University

<http://owl.english.purdue.edu/>

More Writing Labs

<http://www.westwords.com/guffey/writing.html>

Q&A Usage University of Chicago Manual of Style

<http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.Usage.html>

Recommended Online Professional Development Course

Contact Information - Ventura Group, Hunter Adler, 5126 Ralston Street, Ventura, CA 93003 (800) 472-1931 (805) 676-3033 (fax)

Preview - Email at hadler@aatbs.com or call directly at (805)665-5058.

Registration - <https://aatbs.securegw.com/cgi-bin/er/info.cgi?info=148>

Cost - \$99.00