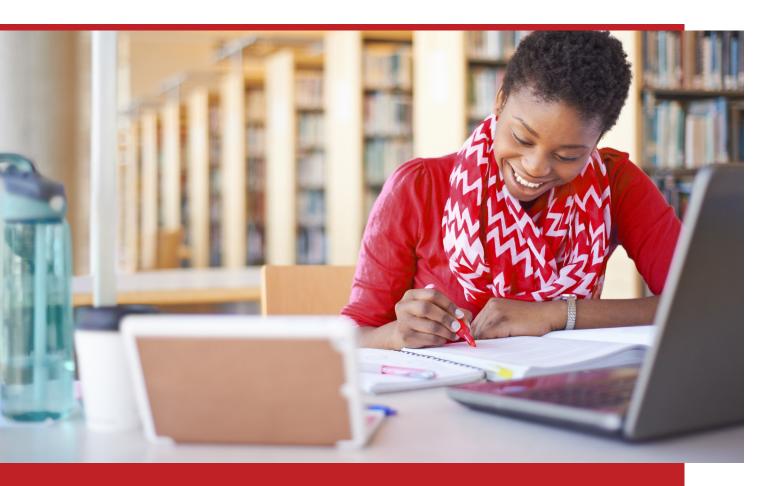# Strayer University Writing Standards

Communicating professionally and ethically is one of the essential skillsets we can teach you at Strayer. The following guidelines will ensure:

• Your writing is professional
• You avoid plagiarizing others, which is essential to writing ethically
• You give credit to others in your work

Visit Strayer's Academic Integrity Center for more information.

Writing Assignments

Title Your Work

- ☐ If your assignment requires a title page, include the assignment title, your name, course title, your professor's name, and the date of submission on a separate page.
- ☐ If your assignment does not require a title page, include the assignment title, your name, course title, your professor's name, and the date of submission in the header of your document.

Use Appropriate Formatting

- ☐ Include page numbers.
- ☐ Use 1-inch margins.
- ☐ Use Arial, Courier, Times New Roman, or Calibri font style.
- ☐ Use 10, 11, or 12 point font size for the body of your text.
- ☐ Use either single or double spacing, according to assignment guidelines.
- ☐ See assignment guidelines for instructions to format tables/charts/graphs/images.

Write Clearly

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

Cite Credible Sources

- ☐ Use credible sources to support your ideas/work. Find tips here.
- ☐ Cite your sources throughout your work when you borrow someone else's words or ideas. Give credit to the authors.
- ☐ Add each cited source to the source list at the end of your assignment so that your reader can find and reference the original material. (See In-Text Citations section for more details.)
- ☐ Don't forget to cite and add your textbook to the source list if you use it as a source.

Build a Source List

- ☐ Include a source list when the assignment requires research or if you cite the textbook.
- ☐ Type "Sources" centered on the first line of the page.
- ☐ List the sources that you used in your assignment.
- ☐ Organize sources in a numbered list and in order of use throughout the paper. Use the original number when citing a source multiple times.

Giving Credit to Authors and Sources

When quoting or paraphrasing another source in your writing, you need to give credit by using an in-text citation. An in-text citation includes the author's last name and the number of the source from the source list. Find tips here.

Option #1: Paraphrasing
Rewording Source Information in Your Own Words

- Take the source information and rephrase it in your words. Be sure not to repeat the same words of the author.
- Add a number to the end of your source (which will tie to your source list).
- Remember, you cannot just replace the words of the original sentence.

➔ 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 the end of the quoted information.
- Add a number to the end of your quote (which matches your source list).
- Do not quote more than one to two 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.

➔ 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).

Source List

The source list (which includes the sources that you used in your assignment) is a new page that you will add at the end of your paper. The list has two purposes: it gives credit to the authors that you use and gives your readers enough information to find the source without your help. Build your source list as you write.

Setting Up the 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). A well-researched assignment has at least as many sources as pages.
  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.

Building a Source List

- Ensure each source includes four parts: author or organization, publication date, title, 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.
- Look for a permalink tool for a webpage, which requires logging in, such as the Strayer Library.
- Write a comment instructing your readers how to find all sources that do not have a browser link or a permalink.

Source List Elements

AUTHOR	PUBLICATION DATE	TITLE	HOW TO FIND

➲ Examples

AUTHOR	PUBLICATION DATE	TITLE	HOW TO FIND
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	http://libdatab.strayer.edu/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=590706&site=eds-live&scope=site

➲ How it Will Look in Your Source List

1. Michael Harvey, 2013, The Nuts & Bolts of College Writing, 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

1. Michael Harvey, 2013, The Nuts & Bolts of College Writing, 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

5. Brad Thor, June 14, 2016, The Best Writing Advice I Ever Got, http://time.com/4363050/brad-thor-best-writing-advice/

6. Karen Hertzberg, June 15, 2017, How to Improve Writing Skills in 15 Easy Steps, https://www.grammarly.com/blog/how-to-improve-writing-skills/

7. Roy Peter Clark, 2008, Writing Tools: 55 Essential Strategies for Every Writer

8. C.M. Gill, 2014, The Psychology of Grading and Scoring, Essential Writing Skills for College & Beyond

9. ABC Company's Policy & Procedures Committee, Employee Dress and Attendance Policy, this is a policy in my office

10. Henry M. Sayre, 2014, The Humanities: Culture, Continuity and Change Vol 1, this is the HUM111 textbook