

Writing Requirements and Expectations

In writing for this class, **ARGUE** your case, provide **FOUNDATIONS** for your claims, be **PRECISE** in thought and expression, and **GIVE CREDIT** where your thought is indebted to the work of others. Originality of thought, depth of analysis, and felicity of expression will weigh in your favor. Serve filet mignon, avoid ground chuck. You are expected to follow standard style, reference, and bibliographic conventions where they apply. **Your assignments and examinations must be thoroughly professional in ALL respects, including appearance.** Late work will not be accepted. No excuses.

Citing Your Sources

In this class you may use any system of citation as long as you use it consistently throughout your blog posts, paper, or project. You might use Harvard Style, Chicago Style, Turabian Style, American Psychological Association (APA) Style, or another style. If you do not own a citation guide you can find rules for most citation styles on the Web. For instance, see:

Harvard (author-date) style examples. (2006). Monash University Library: Victoria, Australia.
<http://www.lib.monash.edu.au/tutorials/citing/harvard.html> (Accessed August 26, 2010.)

Material from the Web must be cited. Include author, date, title, publishing organization (if applicable), place of publication (if known), access date, and URL – as instructed by your style guide. The above reference is an example.

There is one exception: In blog posts, if you are citing one of the two required texts, you may use a shortened informal style (e.g., “Sutton-Smith, p. 112”).

Avoiding Charges of Plagiarism

Research assignments and examinations are opportunities for genuine and rigorous inquiry and learning. Plagiarism is the use of another person’s code, formulas, ideas, language, research, strategies, writing or other material that is *not common knowledge* without giving credit to or acknowledging its source. Suggestions to avoid charges of plagiarism:

- When writing, try to use your own words.
- When you use someone else’s words, employ quotation marks if there is exact copying (word-for-word) and always give credit to the source.
- Do not paraphrase or make slight changes in someone else’s language and then leave out credit or acknowledgement. Paraphrasing still requires citation.
- When reading and conducting research, always note, manage, and save your sources.
- Whenever in doubt, give credit. It is always better to be cautious than to fail to acknowledge a source.

Writing Style

For written work, to do well you should ask a friend who is not in this class to proofread your work before you hand it in. If you have questions about writing style and grammar, please refer to William Strunk, Jr., and E. B. White, *The Elements of Style* (New York: Macmillan, 1979).

For Further Reading

Office of Judicial Affairs. (2003, February). “Plagiarism.” Stanford, CA: Stanford University.
<http://www.stanford.edu/dept/vpsa/judicialaffairs/students/plagiarism.html> (Visited February 23, 2003.)

Strunk, W., Jr. & White, E. B. (1979). *The Elements of Style*. New York: Macmillan.

Student Judicial Affairs. (1996, September). “Avoiding Plagiarism: Mastering the Art of Scholarship.” Davis, CA: University of California. <http://sja.ucdavis.edu/files/plagiarism-001.html> (Visited February 23, 2003.)