Assignment Rules and Proper APA Formatting
• Use your own words in all your writing assignments.
  • **All answers to questions** in your discussion boards, journal entries, outlines, and presentations **must be in your own words**.

• **Do not copy your course textbook, or any other resource, word for word as an answer for your assignments.**
  • You *can* summarize, consolidate, paraphrase, or streamline answers from the course textbook into your assignments.
  • If you must use a quote, figure, statistic, phrase, or sentence from any resource, including your course textbook, it must be placed in “quotation marks” and properly cited with an in-text citation like (Johnson, 2014) and with a properly formatted citation at the end of your writing.
  • Quoted material should be not longer than one sentence.

• **All citations used in this course must be formatted in APA style.**
All assignments must be submitted in the proper assignment area in Blackboard. Do not email any assignments to your instructor, they cannot be graded in an email.

All final project presentations must remain within the DMACC Blackboard system.

- We are not using online presentation software like Prezi, Google Slides, or anything similar.
- Final project presentations will only be done in Microsoft PowerPoint or Blackboard Kaltura (if you want to do a video presentation).

Extra credit assignments will not be accepted after the due date.

Please use DMACC Webmail for class communications (do not use your personal email).
At the end of your writing assignments include a list of resources you used for that assignment.

For this course, if you summarized or paraphrased information from the course textbook, then you do not need to list it as a resource in your discussion boards or journal entries.

However, if you use a quote or any specific word-for-word text/phrase from the course textbook, you will need to put that text in “quotations marks” and reference the course textbook as a resource you used to complete the assignment.

A proper reference is cited both at the end of a writing assignment and inside the text right after information is used. In-text citations are formatted in this manner: (Last name, year). An example of this is (Balas, 2019). Or, you could cite within the sentence like this: According to Barger (2019), the...
Plagiarism:

Is defined by DMACC as the appropriation of and use of another person’s writing and passing it off as the product of one’s own efforts or copying any work and submitting it as original work.

Is Being Lazy

Is Considered Cheating

Has These Potential Sanctions:

<table>
<thead>
<tr>
<th>A Failing Assignment Grade</th>
<th>Failure For The Whole Course</th>
<th>Suspension From College</th>
</tr>
</thead>
</table>
## Websites to Avoid

We do not use the following websites, or those similar, for sources in this course.

- Wikipedia.com
- Britannica.com
- Encyclopedia.com
- Prezi.com

- History.com
- E-how.com
- Howthingswork.com
- Or Other Similar Websites

However, you can use these websites to help find other articles from reputable websites.
Use this format if the website source is not from a journal article or newspaper.

<table>
<thead>
<tr>
<th>Use</th>
<th>If you have an author, use this format:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Last name, first name initial. (Year, Month Day). <em>Title of article in italics</em>. Retrieved from <a href="http://website.url">http://website.url</a></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Use</th>
<th>If no author is listed, use this format:</th>
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<tr>
<td></td>
<td>Title of article. (Year, Month Day). Retrieved from <a href="http://website.url">http://website.url</a></td>
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</tbody>
</table>
Basic APA Formatting of Online News Article


<table>
<thead>
<tr>
<th>1</th>
<th>Author(s) Name(s): Last name, followed by initial(s), &amp; Last name, followed by initial(s). Middle initial is optional – include it if it’s provided (List authors in the order provided on the site) Chavez, N., &amp; Sanchez, R.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Publication Date: In parenthesis with the year, followed by the month and day (2018, October 14)</td>
</tr>
<tr>
<td>3</td>
<td>Title of Article: Include the full title of the article, capitalizing only the first letter (and any proper nouns) and the first word after the colon: Hurricane Michael aftermath: Thousands join efforts as many residents remain missing.</td>
</tr>
<tr>
<td>4</td>
<td>Title of Newspaper: The title of the newspaper should be italicized CNN.</td>
</tr>
</tbody>
</table>
Good Examples of Proper APA Formatting for Website Resources


## Examples of Bad/Incomplete APA Formatting

<table>
<thead>
<tr>
<th>Source Provided</th>
<th>Reason it won’t work</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.google.com">www.google.com</a></td>
<td>No specific website or required information</td>
</tr>
<tr>
<td><a href="http://www.YouTube.com">www.YouTube.com</a></td>
<td>No specific video or required information</td>
</tr>
<tr>
<td><a href="https://en.wikipedia.org/wiki/Revolutionary_Armed_Forces_of_Colombia">https://en.wikipedia.org/wiki/Revolutionary_Armed_Forces_of_Colombia</a></td>
<td>This is a Wikipedia article – we don’t allow Wikipedia articles.</td>
</tr>
</tbody>
</table>
Additional Resource on APA Formatting

The Purdue Online Writing Lab (OWL) provides great information on APA formatting with examples that you can follow.