Grand Canyon University
GCU Style Guide
for Lower-Division Students

Introduction

Lower-division students of Grand Canyon University (GCU) are required to use a writing style based upon a simplified version of the *Publication Manual of the American Psychological Association* for preparing written assignments, except where otherwise noted. In the interest of providing resource material for student use, this guide to GCU style and format has been developed and made available. A template has been provided in the Student Success Center's Writing Center for student download and use.

PLEASE NOTE:
The curriculum materials (Syllabus, Lectures, Resources, etc.) created and provided by GCU in the online or Web-enhanced modalities are prepared using an editorial format that relies on APA as a framework but that modifies some format and formatting criteria to better suit the nature and purpose of instructional materials. Students and faculty are advised that GCU course materials do not adhere strictly to APA format and should not be used as examples of correct format when preparing written work for class.

GCU Style

General

Academic writing, which is independent thought supported by reliable and relevant research, depends on the ability to integrate and cite the sources that have been consulted. Use APA style for all references, in-text citations, formatting, etc.

Write in third-person point of view unless otherwise noted. Use first- and second-person sparingly, if ever. This means, avoid using *I*, *we*, and *you*; instead, use *he*, *she*, and *they*. Do not use contractions.

Paper Organization

The basic organization of a GCU-style paper includes the paper heading, the body, and references, though students are encouraged to follow any specific directions given in the syllabus.

Paper Heading

The paper heading includes four lines in the upper left-hand corner of the first page. The student's name, the course number, the date of submission, and the instructor's name each take up their own line. The whole paper, including the heading, body, and references should be double-spaced.

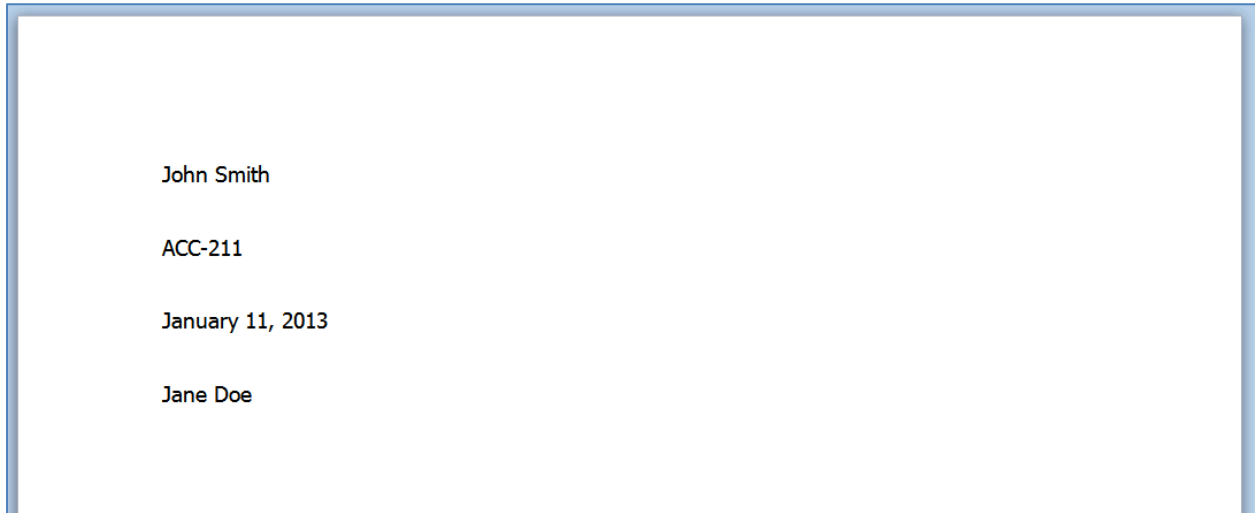An example paper heading would look like:

John Smith

ACC-211

January 11, 2013

Jane Doe

Figure 1 - Example of paper heading (document page viewpoint)

Body

The body will contain all of the author's main points as well as detailed and documented support for those ideas.

The title is centered on the line after the paper heading, in initial caps. Refer to the GCU Style Guide Template for an example.

Due to the nature of most student essays, there is not usually a need for section headings and subheadings (Introduction, Methods, Conclusion, etc.). If guidelines are required or helpful, ensure there is a clear break in the flow of text and that the new heading/subheading is easy to spot.

In-Text Citations

Citations are used to reference material from another source. Using citations to give credit to others whose ideas or words you have used is an essential requirement to avoid issues of plagiarism. Just as you would never steal someone else's car, you should not steal their words either. To avoid potential problems, always be sure to cite your sources by referring to the author's last name and the year of publication in parentheses at the end of the sentence, when

paraphrasing information into your own words, such as (Johnson, 2008) and page numbers if you are using word for word materials (direct quotes), such as "ask not what your country can do for you but what you can do for your country" (Kennedy, 1960, p. 34).

Preparing References and Citations for Sources Used in Papers

Source Citations

When to Cite

All quotations, paraphrases, and summaries must be documented with an in-text-citation and reference note. Only common knowledge does not need to be cited. When in doubt, cite the material. This is an issue of plagiarism; please reference GCU's policy on Plagiarism in the University Policy Handbook. And remember, any source cited in-text must also be listed on the reference page.

In general, include an in-text citation immediately preceding or following the quote, paraphrase, or summary being used. APA style does allow the writer to just use one in-text citation at the end of a paragraph when only one source is used in that paragraph, even when multiple sentences have been paraphrased from the same source.

How to Cite

PARAPHRASES AND DIRECT QUOTATIONS
In-text citations should note the author(s) and the publication date for a paraphrase. For a direct quotations (using three or more words in a row that are the same as the source), citations should include author(s), date, *and* page number(s). If there is no author, then the title, enclosed in quotation marks, is used in its place. If there is no date, the abbreviation "n.d." is used.

Examples:

- **For paraphrasing:** Ornstein and Levine (2008) expressed their concern with NCLB and its effect on public education.
- **For direct quotes:** "Ethics examines moral values and the standards of ethical behavior" (Ornstein & Levine, 2008, p. 162).

CITING THE BIBLE
When referencing the Bible, cite the book number, chapter number, and verse number(s) (starting and ending). The *first* time you cite the Bible in your paper, also include the version you are using. This system of citation for the Bible is sufficient and requires no reference note for the Bible on the References page.

Examples:

- **Citing the Bible, first reference**: Use book, chapter, verse, and version (Luke 2:16-20 King James Version).
- **Citing the Bible, subsequent references**: Use only book, chapter, and verse (Luke 2:16-20).

CITING ONLINE DOCUMENTS AND WEBSITES

Citations for online documents or websites include the title and date, but not the web address (although the reference note on the References page does include the web address).

Example:

- **Citing online document or webpage:** Citation (this one has no date) would appear in text like this ("Seventeen Moments in Soviet History," n.d.).

CITING GCU COURSE LECTURE NOTES

When citing a GCU Lecture Note in your paper, use the title of the lecture and the copyright date for the in-text citation.

Example:

- **Citing a GCU Lecture Note:** Citation would appear in text like this ("Lecture 1," 2013). The title in quotation marks is used instead of the author because lectures in GCU courses are not attributed to individual authors; in this case, the title moves into the first position in the in-text citation and is enclosed in quotation marks.

BLOCK QUOTATIONS

Direct quotations from a source that contain 40 or more words should be presented in "block" format, uniformly indented rather than within quotation marks, according to the following specifications:

- Start a block quote on a new line.
- Indent the entire quoted text block 0.5 inches from the left margin (in the same position as a new paragraph)
- Do not use quotation marks around the quotation block.
- The parenthetical in-text citation for a block quote is placed outside the final punctuation of the quoted passage.
- Block quotes are double-spaced as are all other elements of the paper.

In general, long quotations requiring block formatting should rarely be used, normally not more than once in an academic paper. Some papers, especially those in which the subject of discussion is the language of a specific text (such as an analysis essay on a work of literature or the rationale

of a court's decision), may benefit from using long direct quotes more frequently, but these should always be justified by explanation of the quoted language in the students own words.

The following example shows a variety of in-text citations, including how to present and cite a block quotation.

An example paragraph with a block quotation would look like:

Sample Paragraph With In-Text Citations

Liu and Berry (1999) conducted a survey of college campuses to determine the best design for a student lounge. They concluded that food and comfortable seating were more important to most students than the games available. Students were more concerned about having a place to socialize with other students than about all-out competition. In fact, they continue by observing:

> Arcade games could be a turn-off for some students because they did not want to compete with the noise to talk. These same students said that they would prefer to have a place where they could study and casually socialize at the same time, so seating, lighting, and noise level were all crucial. (Liu & Berry, 1999, p. 14)

Another study conducted a few years later replicated Liu and Berry's results, finding that while having activities (e.g., games) was important to college students, many more were drawn to "comfortable multi-purpose environments" (Sturgis, 2003, p. 79).

Figure 2 - Example of paragraph with a block quotation (document page viewpoint)

Reference List

When using other sources in the writing process, it is important to document the original sources with complete information, which includes who wrote it, who published it, and where to find it. Remember to obtain and make note of all of this information in the research process so that creating references for your paper will be easier when it is time to make the references list. Also remember that it is better to include documentation information that is not required than to not include necessary information.

Reference Note/In-Text Citation Rule:

Each source you cite in the essay must appear in your References list; likewise, each entry in the References list must be cited in the text of your essay

The exception to this rule is the Bible (and other classical works) which is cited in text (as explained above) but does not require a reference note.

The References list provides the information necessary for a reader to locate and retrieve any source you cite in the body of the essay. The reference list should be on a new page, separate from and following the body of the essay. Label this page References (with no quotation marks, underlining, etc.), centered at the top of the page. The References page should be double-spaced just like the rest of your essay.

References on the References page are presented consistent with the following:

- All lines after the first line of each entry in your reference list should be indented a half inch (0.5") from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work.
- Reference list entries should be alphabetized by the last name of the first author of each work.
- If you have more than one article by the same author, single-author references or multiple-author references with the exact same authors in the exact same order are listed in order by the year of publication, starting with the earliest.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.
- For electronic resources, include access in the form of the website URL. When citing parts of a GCU course (e.g., lectures), it is not necessary to include the URL in the reference note because the instructor already has automatic access to the material within the course. When referencing eBooks, the URL takes the place of the standard publication information.

Reference Examples

Books

Book by a Single Author

Format:

Author, A. A. (Year). *Book title: Subtitle after colon*. Location, State Abbreviation:

Publisher.

Example:

Daresh, J. C. (2004). *Beginning the assistant principalship: A practical guide for new school*

administrators. Thousand Oaks, CA: Corwin.

Book by More Than One Author

Format:

Author, A. A., Author, B. B., & Author, C. C. (Year). *Book title: Subtitle after colon*.

Location, State Abbreviation: Publisher.

Example:

Black, J. A., & English, F. W. (1986). *What they don't tell you in schools of education about*

school administration. Lancaster, PA: Technomic.

eBook by a Single Author

Format:

Author, A. (Year). *Book title.* Retrieved from URL

Example:

Cosgrove, M. (2006). *Foundations of Christian thought*. Retrieved from

http://gcumedia.com/digital-resources/kregel/2006/foundations-of-christian-thought_-

faith-learning-and-the-christian-worldview_ebook_1e.php

The Holy Bible

The Bible does not need to be listed on the reference page, but it does need to be cited in-text. (Refer to in-text citation rule.)

Periodicals

Article in a Journal

Format:

Author, A. A. (Year). Title of article. *Journal Title, Volume*(Issue), Page numbers.

Example:

Arnold, J. B., & Dodge, H. W. (1994). Room for all. *The American School Board Journal*,

181(10), 22-26.

Online Periodical Article

Format:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Periodical Title,*

Volume(Issue), Page numbers. Retrieved from URL

Example:

Smith, B. M. (2004). What will you do on summer vacation? *Phi Delta Kappan, 85*(10), 722.

Retrieved from http://www.pdkintl.org/kappan/k0406smi.htm

Electronic Resources

Stand-Alone Online Document or Web Page, No Author or Date

    Format:

Title of page. (n.d.). Retrieved from URL

    Example:

Seventeen moments in Soviet history. (n.d.). Retrieved from

        http://soviethistory.org/index.php?action=L2&SubjectID=1929collectivization&Year

        =1929

GCU Class Lecture Notes

    (**Note**: No URL is required for electronic resources within a GCU course.)

    Format:

Lecture title. (date). PREFIX-number: Title of Course. Phoenix, AZ: Grand Canyon

        University.

    Example:

Lecture 1. (2013). CWV-101: Christian Worldview. Phoenix, AZ: Grand Canyon University.