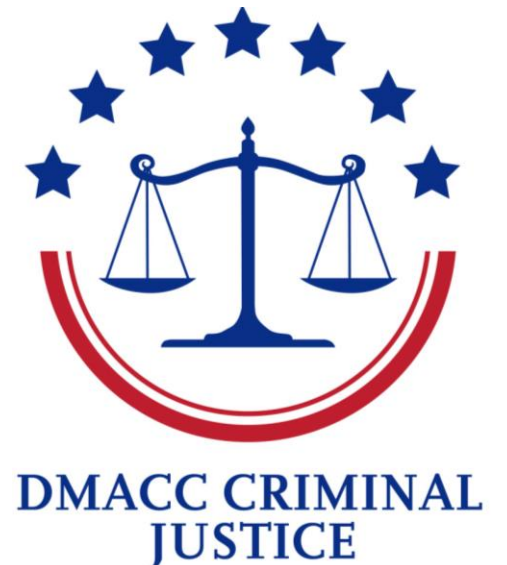# Assignment Rules and Proper APA Formatting

Class and Assignment Rules to Remember

- Communicate With Your Instructor Using DMACC Webmail
- Check Your DMACC Webmail and Blackboard Announcements Regularly
- Ask Your Instructor Questions
  - Do Not Be Shy
- All Your Assignments Must Be Submitted in Blackboard
  - Do Not Email Your Assignments to Your Instructor – Use Blackboard!

Additional Rules

- Read and Understand the Course Syllabus

- Assignments Are Designed to Be Completed on a Computer Using Microsoft Word and PowerPoint

- Please Follow All the Written and Verbal Instructions From Your Instructor For Your Assignments

- Do Your Own Work!
  - Do Not Copy Anybody Else's Work and Submit It as Your Own
  - Answer All Test Questions on Your Own
  - Use Your Own Words in All Writing Assignments

Plagiarism (please see course syllabus)

- Plagiarism is "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."

- Plagiarism is Considered Cheating

- Plagiarism Has These Potential Sanctions:
  - A Failing Assignment Grade
  - Failing the Whole Course
  - Suspension From College

Writing Assignments: What to Use and What Not to Use

Websites to Use:

- Appropriate Government and Reputable Organizational Websites

- Reputable News Organizations Websites

- Peer-Reviewed Scholarly Articles from Colleges and Universities

Websites NOT to Use:

- Wikipedia.com

- Encyclopedia.com

- Britannica.com

- Prezi.com

- History.com

- Other Similar Websites

Identify the Source of Information in Your Writings

- You Can Summarize, Consolidate, Paraphrase or Streamline Another Author's Writings, But You Must Identify the Source of Where You Found the Information.

- Use the American Psychological Association (APA) Format to Cite Your Sources

- Here is an Example of an APA Book Citation:

Ronczkowski, M. (2018). *Terrorism and Organized Hate Crime: Intelligence Gathering, Analysis, and Investigations*. Taylor & Francis Group.

In-text Citations

- You Must Also Use APA In-text Citations in Your Writings.

- Here is the In-text Citation for the Previous Book:

(Ronczkowski, 2018)

- Subsequent In-text Citations for the Same Book in the Same Writing Assignment Should Identify the Page Number Where the Information was Found:

 (Ronczkowski, pg. 127)

Quotation Rules

- 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 (Ronczkowski, 2018) and with a properly formatted citation at the end of your writing.

- Quoted material should be not longer than one sentence.

APA Citation for a Website Should Include

1. Author
2. Date
3. Title of Article
4. Name of Website
5. URL

Exceptions

- If There is No Author, Then the Title of the Article is Listed First

Where Angels no Longer Fear to Tread. (2008, March 19). The Economist. https://www.economist.com/science-and-technology/2008/03/19/where-angels-no-longer-fear-to-tread

- If There is No Date Listed, Then Use (n.d.) as the Date

Author. (n.d.). *Title of specific document*. URL of specific document

Exceptions Continued

- If There is no Author and the Source is a Government Agency or an Organization, Then the Agency or Organization is Listed First

Federal Bureau of Investigation. (2020, December 23). *Press Release: Iranian Cyber Actors Responsible for Website Threatening U.S. Election Officials*. FBI.gov. https://www.fbi.gov/news/pressrel/press-releases/iranian-cyber-actors-responsible-for-website-threatening-us-election-officials

APA 7th Edition: What Has Changed?

- If There is no Author and the Source is a Government Agency or an Organization, Then the Agency or Organization is Listed First

Federal Bureau of Investigation. (2020, December 23). *Press Release: Iranian Cyber Actors Responsible for Website Threatening U.S. Election Officials*. FBI.gov. https://www.fbi.gov/news/pressrel/press-releases/iranian-cyber-actors-responsible-for-website-threatening-us-election-officials

APA 7th Edition: What Else Has Changed?

• When Citing Websites, "Retrieved From" is No Longer Needed

Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News. https://www.bbc.com/news/business-50419127

• For Books, the Publisher Location is No Longer Needed

Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change*. Simon & Schuster.

APA Citation Examples

- Carey, B. (2019, March 22). *Can we get better at forgetting?* The New York Times. https://www.nytimes.com/2019/03/22/health/memory-forgetting-psychology.html

- Schulman, M. (2019, September 9). *Superfans: A love story. The New Yorker.* https://www.newyorker.com/magazine/2019/09/16/superfans-a-love-story

- Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst.* Penguin Books.

Resources on APA Formatting

- [APA Style Introduction](#) from Purdue OWL

- [APA Reference Examples](#) from apa.org

- [APA Style 7th Edition](#) from the DMACC Library

- Your Instructor