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|  |  | A close up of a sign  Description automatically generated  Standards for Acceptable Submissions (SAS) |

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# Overview

The Standards for Acceptable Submissions were created through the cooperative efforts of several faculty members in the Department of Communication & Media. These standards were developed to help address a variety of format and stylistic issues that commonly occur. This document is organized into four sections: (1) Formatting, (2) Style, (3) Citing/Referencing, and (4) Submission.

**Table of Contents**

1. Formatting a Paper in APA Style.................................................................................. 2

Sample cover sheet................................................................................................. 3

2. Style ......................................................................................................................................... 3

3. Citing/Referencing guideline.……………..................................................................... 4

Components of citing and referencing the work of others..................... 5

In-text citations – Exact quotations.................................................................. 5

In-text quotations – Paraphrasing .................................................................... 7

Citing electronic sources………….…..................................................................... 8

Referencing guidelines............................................................................................ 8

Books .............................................................................................................. 8

Edited books ............................................................................................... 8

Journal articles .......................................................................................... 9

Digital media & Online content.............................................................9

Personal communication …................................................................... 9

4. Submission............................................................................................................................ 10

Online submission ………………............................................................................ 10

Hard-copy submission ……………....................................................................... 10

Techniques to avoid plagiarism ….................................................................... 10

## 1. Formatting

The Department of Communication & Media uses the recent versions of APA writing and citation style, the most widely-used scholarly writing format in the social sciences. **We will use 6th edition in undergraduate classes this year (2020-2021), and the current SAS Version follows the guidelines of the APA 6th edition.** However, students who use 7th edition wouldn’t be penalized. In brief, students may use either 6th or 7th editions.

Helpful Info: <https://owl.purdue.edu/owl/research_and_citation/apa6_style/apa_style_introduction.html>

American Psychological Association. (2010). *Publication manual of the American Psychological Association (6th ed.).* Washington, DC: American Psychological Association.

American Psychological Association. (2019). *Publication manual of the American Psychological Association (7th ed.).* Washington, DC: American Psychological Association.

Unless specifically directed otherwise by the instructor, written assignments should conform to the formatting guidelines:

1. Assignments must include a cover sheet that identifies the Assignment Title, Student Name, Course/Section Number, Semester/Year, and the name of the instructor teaching the course (See sample on page 3).
2. Assignments must be typed or word-processed.
3. Assignments must be double-spaced.
4. **Assignments should have a “header” that includes the student last name and page number in the upper right-hand corner of the page.** *While this is not the guideline of the APA styles, please adhere to this page number/header rule.*
5. Assignments must have a maximum 1-inch margin for all paper edges (top, bottom, left, right).
6. Assignments must use a consistent font size of either 10 or 12 point.
7. Standard fonts must be used (i.e., Arial, Times New Roman, Universal, etc.). Do not use non-standard fonts such as Gothic, Calligraphy, or Script.
8. Font color must be black.
9. No backgrounds should be used.
10. Images and graphs should not be used without approval of the instructor.

**Sample Cover Sheet**

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| --- |
| Kramer, p. 1  Weekly Reflection #1  COMM 1030, Sec. 001  Jill Kramer  Fall 2020  Dr. Suahn Cho |

**2. Styles**

Stylistic issues include written language, grammar and syntax, spelling, paraphrasing, and quotations. While some stylistic issues can also be citation issues, these concepts are treated separately.

1. Submitted assignments must be proofread. Spell-check and grammar check software alone should not be relied upon for the purposes of editing a draft.
2. Assignments with 10 or more typographical errors (per page) are not acceptable and will receive only 50 percent of available points.
3. Duplication of five or more words from a single sentence written by another source (e.g., websites, journals, books, magazines, etc.) is not acceptable.
4. Assignments that include approved charts or graphs with data that are not attributed to the original source are not acceptable.
5. Assignments that include sections of text that are significantly different from the majority of the submission (in terms of grammar, structure, vocabulary, font style or size) are not acceptable. Such sections suggest the possibility of plagiarism.
6. Paraphrasing or re-wording of more than one sentence in a sequence written by another source (e.g., websites, journals, books, magazines, etc.) is not acceptable.
7. Duplication of the organizational structure of the text of another source (e.g., websites, journals, books, magazines, etc.) is not acceptable.

**3. Citing/Referencing**

**What should be referenced or cited?**

You should credit the original author(s) when you use:

1. Direct quotations – you are copying word-for-word directly from the source
2. Paraphrased information – you are repeating someone else’s ideas in different words
3. Statistics
4. Any unique information that was not collected by you personally.

“Unique information” means information that you can only find one place. You do not have to cite the source of information that can be found in any standard reference book. However, if it’s new information (for example, a study that has just been published or information that has just been updated) or if it is information that only one person or organization had originally, you should acknowledge the source. Finally, you should indicate the source when the facts are in contention (that is, something people disagree about). For example, if different reputable sources disagree about whether subliminal messages are effective, you should be careful to indicate whose opinion you are citing when you report statements about these types of effects.

**Why should you cite?**

The principle of acknowledging, or *citing*, sources is that you should always provide enough information to tell the reader where your information came from and how they can locate it themselves. This is so the reader (your instructor) can check your source if s/he decides to.

The format through which this is done varies across different fields. Social sciences, like communication, generally use a format developed by the American Psychological Association, called APA style. Unless specifically told otherwise by the instructor, this is the format that you are required to use for most of the papers you write in Communication and Media courses.

**Components of citing and referencing the work of others**

There are two parts to citing works.

1. **In-text citations**. In-text citations are labels that are inserted next to each piece of information that comes from another source. In APA style, the in-text citation is made up of the author’s last name(s) and the year of publication.
2. The second part is the **works cited list**. This is an alphabetized list (by the first author’s last name) of all the sources that are cited in the entire paper. It contains not only the authors and the publication date of the sources, but also information like the book or article title and the publisher. It should include all the information that a reader needs to go out and find the original source.

**In-text citations – Exact quotations**

If use the same words as the original author, it is a “direct quotation” and it must be identifiable to readers. If you are using another person’s words, but fail to indicate that you are doing so, it counts as plagiarism even if you include a parenthetical reference at the end of the passage.

* **Short quotations** (under 40 words)

*Examples:*

However, Floyd (2020) suggests that people display different self-disclose styles, for instance, in new relationships, they “often disclose slowly, sharing just a few details at first and offering more personal information only if they like and trust each other” (p. 99).

*or*

People display different self-disclose styles, for instance, in new relationships, they “often disclose slowly, sharing just a few details at first and offering more personal information only if they like and trust each other” (Floyd, 2020, p. 99).

* **Long quotations** (40 words or longer): also known as block quotes. Type in a double-spaced block, indented one half inch. No quotation marks are needed. Note the position of the block quote ending period. Whenever you use someone else’s words, you need to use one of these formats – quotation marks or a block quote - to communicate this to the reader in order to avoid plagiarism.

Self-disclosing means sharing information that we believe is true. If you tell a co-worker that you’ve never traveled outside your home country, for instance, that qualifies as self-disclosure if you believe it to be true. It’s your belief in the truth of the information that matters, not the absolute truth of the information. Perhaps you traveled outside the country when you were an infant and were too young to remember. If you believe the information you’re providing is true, however, then it qualifies as self-disclosure. (Floyd, 2020, p. 99)

* **Ellipsis points** ( . . . ):used to indicate text omitted from a quotation. An ellipsis consists of three consecutive spaced periods.

*A short quotation example:*

Floyd (2020) reports that “people in distressed marriages are much more likely to suffer from depression . . . than their happily married counterparts” (p. 5).

*A Long quotation example:*

People in destressed marriages are much more likely to suffer from depression and they report being in worse physical health than their happily married counterparts . . . strong marriages promote happiness and well-being, or it may be that happy, healthy people are more likely than others to be married. (Floyd, 2020, pp. 5-6)

**In-text quotations – Paraphrasing**

Acknowledge a source if you are re-stating someone else’s ideas in your own words:

* **Single-authored work**

If you are paraphrasing or summarizing someone else's ideas and if the author is mentioned in the sentence, include the year of the publication in parentheses after the author’s name.

*Example:*

According to Floyd (2020), people engage in self-disclosure on a daily basis.

If the author is not mentioned in the sentence, place the author’s last name and the year published at the end of the sentence.

*Example:*

People engage in self-disclosure on a daily basis (Floyd, 2020).

Exact quotations – Author’s last name, year published, page number(s).

*Example:*

Self-disclosure is helpful in forming relationships as “each self-disclosure helps us learn more and more about a person we’re getting to know” (Floyd, 2020, p. 97).

* **Two-authored work**

Work by two authors – cite both last names every time you mention them.

*Examples:*

Knapp and Vangelisti (2008) predict that as people get closer their communication behaviors change.

As people get closer their communication behaviors change (Knapp & Vangelisti, 2008).

* **Three- or more- authored work**

Cite all names the first time you cite them. Thereafter, use only the first author’s name with et al. (with a period after al). “Et al.” is an abbreviation of the Latin phrase “et alia”, which means “and others.”

*Citing for the first time:*

Knapp, Vangelisti, and Coughlin (2013) suggest that relationship messages provide information about how individuals see each other in their relationships.

*Citing thereafter:*

Knapp et al. (2013) reveal that people gather relationship information through non-verbal signals.

* **Citing electronic sources**

The principles are the same whether the sources are print or digital. In-text citations for newspaper or journal articles that you read online contain the same kind of information as those of their print counterparts.

If you are paraphrasing the original source, include the name of the author and the year it was posted or published.

For direct quotations include the author’s name and the publication year. If there are no page numbers, indicate the *paragraph number* that the quotation comes from (count down from the beginning or, in longer works, from closest heading). This serves the same purpose as the page number. It tells the reader where to find the passage you are quoting.

If the year a digital source was published is not listed, use the abbreviation n.d. in place of the year. This stands for “no date.”

**Referencing Guidelines**

**Formatting a reference/work-cited page**

1. The reference list begins on a separate page
2. At the top of the page, center the word “References” or “Work Cited”
3. List works in alphabetical order according to the first author’s last name.
4. Double space all references

**Books**

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

Floyd, K. (2020). *Interpersonal communication* (4th ed.). New York, NY: McGraw-Hill.

Knapp, M., & Vangelisti, A. (2008). *Interpersonal communication and human relationships* (6th ed.).Boston, MA: Pearson.

Knapp, M., Vangelisti, A., & Caughlin, J. (2014). *Interpersonal communication and human relationships* (7th ed.).Boston, MA: Pearson.

**A Chapter in an Edited book**

If you are citing a chapter in and edited book or anthology, where each chapter is written by different authors, you cite the chapter’s authors in the in-text citation and alphabetize the entry by the chapter’s authors in the reference list. (You do not use the book’s editors in the in-text citations or to alphabetize.)

Gerbner, G., Gross, L., Morgan, M., & Signorielli, N. (1994). Growing up with television: The cultivation perspective. In J. Bryant & D. Zillman (Eds.), *Media effects: Advances in theory and research* (pp. 17-41). Hillsdale, NJ: Lawrence Erlbaum.

**E-books**

Floyd, K. (2020). *Interpersonal communication* (Connect 4th ed. version). New York, NY: McGraw-Hill. Retrieved from McGraw-Hill Connect

**Journal articles**

Potter, W. J. (1993). Cultivation theory and research: A conceptual critique. *Human Communication Research, 19*, 564-601.

Dienlin, T., & Metzger, M. (2016). An extended privacy calculus model for SNSs: Analyzing self-disclosure and self-withdrawal in a representative US sample. *Journal of Computer-Mediated Communication*, *21*(5), 368-383.

**Digital media & Online contents**

Haughney, C. (2013, August 6). Magazine newsstand sales plummet, but digital editions thrive. *The New York Times.* Retrieved from http://www.nytimes.com

Hahn, D. (Producer). (1994). *Lion king* [Motion picture; DVD]. United States: Walt Disney Pictures.

Favreau, J., Silver, J., & Gilchrist, K. (Producers). (2019). *The lion king* [Motion picture]. Retrieved from https//www.netflix.com

**Personal communication –** Consist of personal interviews, conversations, e-mails, private letters, etc. You don’t include them in reference/work-cited lists. Only cite them in text. See APA publication manual, section 6.20, for further information.

(J. Smith, personal communication, July 16, 2020)

**4. Submission**

**Guidelines for Electronic Submission**

1. All written assignments submitted electronically must be saved in one of the following file formats: Microsoft Word (\*.doc) (\*.docx), Portable Document Format (\*.pdf), or in Rich Text Format (\*.RTF).
2. Only one file should be submitted for each assignment. Research papers, for example, should include the title page, text of the paper, and works cited list in one document.
3. The filename for each assignment should conform to the following format: Course Name-Semester-Assignment-Student’s Last Name. For example, a student named, Jill Kramer, in COMM 1030 submitting her Weekly Reflection #1 assignment may title the project file as: COMM1030-Fall2020-WeeklyReflection#1-Kramer.doc.

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## Guidelines for Hard-copy Submission

*Make sure that your instructor accepts hard copy submissions!*

1. Assignments should be stapled on the upper left-hand corner of the page.
2. Assignments must have a cover sheet formatted according to the rules of this document.
3. Submit letter-size paper assignments. Do not use plastic folders or other binding materials.
4. Assignments must be submitted by the due date indicated on the syllabus.
5. Assignments may be delivered to the mailbox of the appropriate faculty member (located in room590 Lucas Hall) or as otherwise directed by the instructor of the course.
6. If you fax a copy of your assignment, be sure to include a cover sheet indicating the class and the instructor to whom the document should be delivered. The fax number is 314-516-5816. You can request verbal confirmation of the fax by calling the Department of Communication & Media’s main office (314-516-5486).

**Techniques to avoid plagiarism**

Give yourself enough time. If you’re not under time pressures, you’ll have more opportunities to formulate your own words and perspectives. Make sure that you’ve acknowledged all your sources.

Make careful notes when you are researching your paper. Make sure that you keep track of what ideas come from which source.

Remember to always acknowledge it when you are using someone else’s words with either quotation marks or a block quote. Generally, any time your paper contains more than five words that are the same as one of your sources and are in the same order as your sources, those words should be in quotation marks or in a block quote. They should also be accompanied by the author’s name, the publication year, and the page number.

Everyone knows that if you copy your entire paper off of a website or turn one in that someone else turned in last semester, or hire someone to write one for you, it counts as academic dishonesty. Furthermore, if you “construct” your paper by cutting and pasting together sentences and paragraphs from various sources without acknowledging each and every source, it counts as plagiarism. It does not matter whether the original sources were from print materials (e.g. newspapers or books) or from the Internet. If you paraphrase a source sentence by sentence, so that there are no phrases that are precisely the same, but the exact same information is presented in the exact same order, it also counts as plagiarism.

In order to avoid plagiarism, you should make sure that the organizational structure of the paper is yours. Every time you include someone else’s exact words in your paper, you should indicate that you are quoting someone else by enclosing those words in quotation marks or by offsetting them as a block quote. A reader should be able to tell exactly what portions of the text are quoted from other sources and be able to identify where each specific quotation came from. Paraphrases of someone else’s ideas should also be credited to their source, as should pieces of information (e.g., statistics) that are only available from one source. All outside sources, including all Internet sources, should be acknowledged within the text as well as a Works Cited or Reference page that is attached to the end of the paper. If you have further questions about how sources should be acknowledged, contact the instructor before an assignment is due.

**Final note**

Although the overwhelming many instructors in the Department of Communication & Media are likely to require these standards for all submitted assignments, it must be noted in the syllabus. If your instructor is asks you to use a different format (such Associated Press (AP) or Modern Language Association (MLA), you should follow the guidelines for that course. In all classes, however, avoiding plagiarism and enhancing your own creditability by clearly crediting your sources is important. Furthermore, in many classes, not following the specified citation style and guidelines is likely to result in a lower grade and, in some cases, may not be accepted at all. If you have any questions regarding the content of this document, please ask your instructor.