**Shawn’s Citations and References Guidance for C841**

**Q: Do I have to include in-text/in-line citations in my work?**

A: No, you do not. However, **IF** you choose to quote, paraphrase, or summarize content from a source, **THEN** you must acknowledge that source using in-text/in-line citations and an accompanying reference page/reference slide. Your work can be 100% original work if you choose.

The one area from the entire assignment, where you may not be able to get around keeping your work fully original is Task #2 Part A1/A1a where you are asked to provide specific ethical guidelines used by other organizations. Since those guidelines will be those organizations’ content, best practice to capture them would be for you to directly quote/paraphrase/summarize them.

**Q: If I quote, paraphrase, or summarize content from a source, do I have to use APA format?**

A: No, you do not. There is no specific writing style requirement for the assignment. This absence of a standard writing style however introduces ambiguity in what information is required for citations and reference lists that often leads to task returns for missing information. So, if you choose to quote, paraphrase, or summarize content from a source you should look to, at a minimum, include the core elements of **author, date,** and **title** for your citations and accompanying reference lists.

A safe bet is to just employ APA, or another style for the citation and references portion of your work regardless of how you format the whole work.

**Q: If I want to quote, paraphrase, or summarize content from a source, where can I get help with formatting the citations and references?**

A: There is no specified writing style you must use for the assignment, but there is a plethora of information on APA citations and references within the WGU Writing Center. <https://my.wgu.edu/success-centers/writing-center/learning-resources> Also, my favorite through most of my academic years was Purdue Owl Online Writing Lab, which has excellent guidance for citing and such for multiple writing styles to include APA and MLA. <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/in_text_citations_the_basics.html>

**Q: I would like to quote, paraphrase, or summarize content from the course text to support one of my responses, where do I find the author and date information to acknowledge the text?**

A: This information can be found on page 2 of the text. I have pasted it here for quick reference as well.

Grama, Joanna Lyn. (2015) Legal Issues in Information Security

**Q: I would like to quote, paraphrase, or summarize content from the case study to support one of my responses, where do I find the author and date information to acknowledge the case study?**

A: Use a no author, no date annotation for your citation i.e. (TechFite Case Study, n.d.) and a no date, no author with a “retrieved from” link for your reference page entry. i.e. TechFite Case Study, n.d. Retrieved from [copy/past task page URL where case study resides here]

**Q: How much of my work can be quoted, paraphrased, or summarized content from a source?**

A: No more than a combined total of 30% of the submission and no more than a 10% match to any one individual source.

**Q: Is properly cited information subject to the 30% total similarity threshold?**

A: Yes. Your submission can have n*o more than a combined total of 30% similarity* ***even if cited correctly****.*

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|  | **Citation and Reference Example 1-No Specific Writing style** |
| **In-text** | An ethical guideline used by the Information Systems Security Association (ISSA) states that members will “Perform all professional activities and duties in accordance with all applicable laws and the highest ethical principles” (ISSA Code of Ethics, n.d.). |
| **Reference Page entry** | Information Systems Security Association (ISSA) Code of Ethics. n.d. Retrieved from  <https://www.issa.org/issa-code-of-ethics/> |

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|  | **Citation and Reference Example 2-No Specific Writing style** |
| **In-text** | According to Grama (2015), “the Internet is a protected computer because the Internet facilitates commerce between different states”. |
| **Reference Page Entry** | Grama, J. L. (2015) Legal Issues in Information Security |