This style guide is meant to serve as a guide for the development, organization, and completion of your assignments while in the Health Services Administration Program at St. Petersburg College. This guide is based off of APA 6th Edition.
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HSA Writing Resources

As a future leader in the workforce, effective written communication skills are important. To help support the development of these skills, the Bachelor of Applied Science in Health Services Administration (BASHSA) is a writing intensive program. What does this mean? All courses in the curriculum will rely on the written word for a substantial part of your grade assessment.

Writing – What is the Big Deal?
Students often believe too much emphasis is placed on writing in HSA courses in comparison to content. Consider this - if your reader cannot understand your writing due to excessive errors, grammatical difficulties or lack of coherence, how can your work be fairly judged on content? It is a fact of life that people often judge your intelligence and professionalism by how you express yourself in writing. Thus, consider what you write as an indication of your professional abilities. Write as if you are communicating with your supervisor rather than texting a friend. And, perhaps most importantly, PROOFREAD your work!

What is Effective Communication?
Since the vast majority of online course interactions are written, students need to be able to adequately express themselves and develop their work in writing. Clear and coherent written expression is especially important since we tend to rely very heavily on non-verbal cues when we communicate with each other. Grammar and spelling errors distort meaning and coherence or cause readers to avoid reading the material that you have prepared or posted.

Be respectful and courteous, even if you disagree. The ability to rationally and maturely discuss in writing differences in opinions is a strength that will serve you well in your professional career. Cite the appropriate evidence where warranted and include accurate references.

What is Critical Thinking and Why is it so Important?
An important goal of the HSA program is to equip students with high-level critical thinking skills crucial to success in professional careers. Critical thinking, most simply defined, is thinking clearly and rationally. Instructors challenge students to examine, interpret, analyze and evaluate the value and significance of the information they are learning.

But why is critical thinking so important? Critical thinking promotes problem solving skills and the use of reason to investigate questions, evaluate ideas, and resolve conflicts in meaningful ways - assets in any career! A critical thinker knows how to apply information, seek relevant and reliable sources of evidence, and think "outside the box".

Professional Writing Style in the BASHSA Program
All assignments submitted in HSA program courses (Upper-Division Courses with prefix HSA, HSC, HUS, and RET) must use APA 6th edition editorial style. Some standards for this program may vary slightly from the APA format. This style guide provides a framework for using APA editorial style in the HSA program. If two standards are in conflict as you are formatting your assignment, this guide is the superseding document.
Basic Document Formatting

1. Use HSA file naming conventions for all document submissions: course_assignment_lastname (i.e. HSA3104_time line_smith). The course number will be different for each course.

2. Use Arial or Times New Roman 12 point font (You may need to reset your default font both in the text area and in the header/footer area)

3. Double space the entire assignment including the Title page and References page

4. Margins should be 1” on all sides of the entire length of your document, including the Title page and References page (This should already be the default setting).
   a. To reduce the need to reformat each time you prepare a document, set the font and margins as default settings on your personal computer.

5. Place a running head and page number on each page, including the Title and References pages. The running head text must be flush left and the page numbers flush right.
   a. On the title page, the page header consists of the words "Running head" (Note: the R is capitalized, the h is not) followed by a colon and the title of paper all in CAPITAL LETTERS. Subsequent pages should NOT use the words Running head, but continue to use CAPITAL LETTERS. Subsequent pages do NOT contain the words Running head, but continue to use CAPITAL LETTERS.

   Example – Running head: TITLE OF PAPER

   b. A maximum of four words is used for the running head (excluding the words, Running head) if your title is longer, use only the first four words of your title.

   c. The page number is only numerals 1, 2, 3 and so on.

   d. Do not include an abstract unless specifically asked for in the assignment directions

6. The Title page is the first page of the document. Center the information on the title page horizontally, double space, and place in the upper one-third of the page. Note: APA editorial style allows for institutions to determine content of title page—this is why ours includes the course name, and date. The title page must include the following in the following order; information belongs in the upper 1/3 of the title page:
   a. Assignment title in Upper and Lower Case - get creative – do not simply use the assignment name.
b. Course Name and Number (i.e., Ethics in Health Care – HSA 3551)
c. Student Name
d. Date (i.e., July 30, 2016)
e. St. Petersburg College

Example –

HSA Style Guide

Ethics in Health Care – HSA 3551

John Smith

July 30, 2016

St. Petersburg College

7. Repeat the title of your paper at the top center of page 2. The header appears at the top left of the page and does not serve as the title on this page. Double space and begin your paper with appropriate paragraph indentations.

8. Indent the first line of every paragraph one-half inch.

9. Use two spaces after a period at the end of a sentence. Use a single space after any other punctuation.

10. Unless otherwise stated, **ALWAYS** include the assignment rubric - the rubric will help guide you in the development of your assignment. You do not need to include a rubric on discussion postings or PowerPoint Assignments.

11. Your assignment can only be accepted in MS Word, MS Excel, or MS PowerPoint format (unless specifically noted otherwise). Failure to submit in these designated formats may result in point deduction.

**Level Headings**

Headings are an excellent way to organize the content of your paper and clarify the flow of information for the reader. Since the majority of the papers that you will write will be between 500 and 1500 words, you will generally use only levels I - III. Shorter papers may require only a Level I heading, whereas the use of three levels of headings may be appropriate for a longer paper. You do not need to use *every* level of heading in your papers!

The use of level headings should be sequential; you will always start at level one. You can use level one many times throughout your writing, depending on the number of new sections that are included in your paper. Please use the following as a guide to develop your level headings.
Level one: Centered, Bold, Upper and Lowercase Heading
Double space and Begin paragraph below with indentation

Level two: Flush Left, Bold, Upper and Lowercase Heading
Double space and Begin paragraph below with indentation

Level three: Indented (one stop), bold, lowercase heading, end with period.
Paragraph begins in-line with the heading after the period no return needed.

Example:

Health Belief Model (Level One)

Description (Level Two)

Application. (Level three).

Giving Professional Credit, Where Professional Credit is Due
In the HSA program you will complete many assignments and discussion postings; most of these activities will require the use of citations and a references page. Please see specific assignment or discussion forum directions for details. Citations and references are important for two reasons:

1. Give professional credibility to your work by supporting the development of your ideas.

2. Credit the individual(s) whose work was borrowed or is being referred to in the text. Failing to cite when appropriate, is likened to stealing material from the original author; you have not given credit where credit is due! This can also be considered plagiarism. Plagiarism (whether intentional or unintentional) is the use of another's work without proper attribution. Plagiarism goes against the core values of the HSA program: Professionalism and integrity and may result in academic discipline.

A few questions you may be asking yourself:

1. **When do I need to cite?** Cite *anytime* information from another source is used.
2. **Read the sentence you wrote.** If you ask yourself "How do I know this?" and the answer is something other than "From personal experience" it should probably be cited.
3. **Can I use exact quotes?** No, quotes are not permitted in any HSA Program course.
4. **What is paraphrasing?** Paraphrasing is a way to present the concepts or ideas of others, with appropriate citation, without copying the actual written work. Thus, a paraphrased work is a new work that does not simply rearrange or replace the original author's words.
5. **Can I use a citation generator?** The short answer is NO. These generators are often inaccurate or not used properly and result in point deductions for the student.
HSA Program/Course Policy Regarding Quoted Material
In this course and the HSA program we expect students to demonstrate the ability to integrate critical thought with a synthesis of the reading they do for assignments. This means that we want you to use your own words to communicate facts as well as your knowledge, thoughts, reactions, and reflections. We do NOT want students to simply cut and paste quoted material into their work, even with proper citation. Any text taken directly from another source is not considered the student’s work; it is a compilation of the words of others, and students will not receive a grade for the quoted material. Students are expected to understand and demonstrate appropriate paraphrasing, citations and references.

*Quoted material SHOULD NOT be used.* Use of quoted material, or work that has not been properly paraphrased, cited or referenced will result in point loss.

Academic Integrity
Students in the BASHSA Program at St. Petersburg College are expected to demonstrate academic integrity and professionalism in all matters during their tenure in the program.

What is Academic Integrity?
Academic integrity is founded upon the core values of honesty, trust, fairness, respect and responsibility. It begins with the honest pursuit of learning goals and academic success. Responsibility for academic integrity lies primarily with individual students and faculty members of this college.

Why is Academic Integrity Important?
SPC expects students to adhere to high standards of academic honesty and integrity. Students have an ethical obligation to adhere to the SPC Honor Code and are required to abide by all Academic Honesty Policies as described in the student handbook.

How is Academic Integrity Defined?
Please see the SPC Honor Code (http://www.spcollege.edu/academichonesty/) for complete details on defining academic integrity.
References Page Formatting

- The References page will be on a separate page from the body of your assignment.
- The word References is at the top of the page, under the running head. This word is centered and not bolded, italicized, or underlined.
- List Reference entries in alphabetical order. Do not alphabetize the authors listed in the entry itself (order them as they appear in the original document).
- Use a hanging indent for subsequent lines of 0.5”.
- Do not include the credentials (i.e., Ph.D.) on your references page or in-text citations.
- Digital Object Identifier (doi)
  - If the article was obtained from the internet, such as an SPC Library Database, and there is a Digital Object Identifier (doi), include this at the end of the reference after the last period in the reference.
  - If there is no doi listed for the article, and you retrieved the article from a SPC library database, include the database from which it was retrieved.
  - If there is no doi listed and you retrieved the article from the publisher, include the root of their website (for instance: http://www.apha.org versus http://www.apha.org/journal/august/2010/vol1/issue2/article.html).
- If you are using two or more sources from the same author(s), there are specific ways to format the References page and In-Text citation so as not to confuse your reader. This is noted by the year of publication of each individual document. See examples below.

References Page Entry


*PlosONE, 19*(65), e1095. doi: 956d.plos/98582

In-Text Citation

(Smith & Jones, 2010).

(Smith & Jones, 2012a).

(Smith & Jones, 2012b).
How to Reference and Cite Various Sources

Journals
All examples provided below have the corresponding journal articles in the folder in your course where you retrieved this Style Guide. Additionally, you will find an annotated version of the article with the author(s) name(s), journal title, volume, etc. circled for your review.

General format for peer-reviewed journal articles:
Author last name, First initial. & Author last name, First initial. (Year). Title of article in lower-case. Title of Journal in Upper-Case Italics, volume(issue), pages. doi:

One author peer-reviewed article with DOI
(Note: one, two and three authors are referenced the same)

References Page Entry

In-text Citation
(Yu, 2012).

Four and five author peer-reviewed article retrieved from the Journal Publisher's Website

References Page Entry

In-text Citation
1st citation: (Hickman, Firestone, Beck, & Speer, 2010)
Subsequent Citations: (Hickman et al., 2010)

Six author peer-reviewed article retrieved from the Journal Publisher's Website

References Page Entry

In-text Citation
(Black et al., 2015)

More than seven author peer-reviewed article with DOI
References Page Entry
Cohen, C. R., Montandon, M., Carrico, A W., Shiboski, S., Bostrom, A., Obure, A., ... Bukusi, E.


In-text Citation
(Cohen et al., 2009)

When using APA format to cite the title of a work in the text of your document
- Capitalize all words that have four letters or more in the title
- For longer works such as books, movies, or television series, etc. the titles should be italicized, i.e. *(Mindset: The New Psychology of Success, 2006)*
- For shorter works such as journal articles, a television episode, or song title the titles should be in quotation marks, i.e. *(“Laboratory Diagnosis of Zika Virus Infection”, 2017)*

*Note: It is generally preferred to cite by author(s) last name(s) and date for the in-text citation if available as it is easier to match this citation to the references.*

**Books**

When referencing a book, consider if the book was written by the individuals listed on the cover, or if the book was edited by the individuals on the cover. To make this determination, look through the book and see if other individuals authored individual chapters; these individuals’ names will be listed as the author of the chapter.

After you have determined author versus editor, you will have to consider if you used the entire book as a reference or an individual chapter.

In general a book should be formatted:
Author last name, author first initial. (Year). *Title of book in lower-case*. City, State: Publisher
Entire Book as Reference
References Page Entry

In-Text Citation
(McKenzie, Pinger, & Kotecki, 2012).

Chapter in an Edited Book
References Page Entry

In-Text Citation
(Freeman & Morrison, 2009).


Web Source
There are several methods to complete a reference citation from a web source.
- First, determine if the website is a credible source. Sources such as Wikipedia, WebMD, Ask.com, eHow.com, etc. are NOT considered to be credible sources for academic work in this program.
- Second, determine if there is an author or if an organization is acting as the author of the document you are reviewing. If there is no author listed, and there is no organizational sponsor (such as the CDC or IOM) the website title replaces the authors' information.
- Most documents from the internet do not require a retrieval date; only those websites subject to change such as a wiki or blog require the inclusion of a retrieval date.

Website with an Author Listed
References Page Entry

[http://thenationshealth.aphapublications.org/content/42/5/1.3.full](http://thenationshealth.aphapublications.org/content/42/5/1.3.full)
In-Text Citation
(Johnson, 2012).

Website with Organization as Author
References Page Entry

In-Text Citation
(Centers for Disease Control and Prevention [CDC], 2011).

Website with no Author or Organization
References Page Entry

In-Text Citation (note that quotation marks are used here because there is no author or corporate author. If there is an author or a corporate author noted, no quotation marks are used).

(“Should cell phones be”, 2009).

Secondary Source
When you cite information that the author of an article/book that you are reading has cited in their work, you are citing a source within a source, or providing a secondary source. In other words, you did not personally read the original source; rather, you accessed the information indirectly through the source that you are using. Secondary sources are cited in the text of your paper, but are not entered on the References page. You want to direct your reader to the actual source that you used – not a source that you did not access yourself.

Example: I read an article by He, Marrero and MacGregor; the article cited the work of Thomas.

Reference Page Entry

In-Text Citation
Thomas has argued that although changing diet and modifying behavior are interventions that are thought to work to reduce obesity in children, yet they have not proven to be totally effective (as cited in He, Marrero, & MacGregor, 2008).
Governmental Reports
Governmental reports may not be peer-reviewed, although the research is typically original to the governmental agency that completed the research. If the report was retrieved online, make sure to include the website as part of the citation. Governmental reports for the purposes of this Program should be referenced/cited as a periodical (see Journal entries above).

Personal Communication
Personal communication includes personal interviews, e-mail communication, memos, and phone conversations. This form of communication cannot be referenced later and therefore does not have a References page citation. Only an In-Text citation is used. The citation date is the date on which the conversation occurred.

In-Text Citation
(J. W. Blanchard, personal communication, June 29, 2016).

Online Dictionary
The online dictionary is referenced similarly to an online website. Use the retrieval date because the information is subject to change based on linguistic standards that evolve over time. Note: the word Epidemiology will be replaced with the word that you referenced. Include all words referenced from the online dictionary must be included in the references page and include an in-text citation.

References Page Entry

In-Text Citation
(Epidemiology, 2013).

Images/Photos
Images retrieved from the Internet require both an In-Text citation as well as a References page citation. Personal photographs or photographs retrieved from an individual must be cited as well. Additionally, when performing a Bing/Google search, the images do not come from Bing/Google and so using a “Retrieved from” that includes “http://google.com/…” is not correct. They have an authentic source online and you will need to use that original source in your citation. When searching for a photo, clipart, or image search the keywords for the photo, clipart or image you want to use. When you have found an image you want, click on the image which will isolate the image to a page by itself. Then right click on the image and choose Copy Image – go to a Word document or Power Point and then paste the image. In order to view the URL for the
Image retrieved from the Internet
References Page Entry
*Definition of primary care.* (n.d.). Retrieved from


In-Text Citation
(*Definition of primary care*, n.d.).

Photograph (Including personal photographs)
References Page Entry

In-Text Citation
(*Antispy*, n.d.).

Photographer
References Page Entry
Ratcliff, T. (Photographer). (2012). *Sitting in the breeze* [print media], retrieved from

http://www.stuckincustoms.com/

In-Text Citation
(Ratcliff, 2012).

Movies/Video/Podcast
Audiovisual materials are becoming popular sources of expression. They can be found on the internet, theatres, and home DVD/VHS options. If the media was found online, include the website. Many audiovisual materials will require additional research to complete the citation.

Movie
References Page Entry
Producer last name, First initial. (Producer) & Director last name, First initial. (Director). (year).

*Name of movie* (media type). Country: Studio.

In-Text Citation
(Zanuck, Johnson, & Ford, 1940).

Podcast
References Page Entry

In-Text Citation
(Flatow, 2012).

Transcript of Podcast
References Page Entry

Retrieved from [http://www.npr.org/blogs/health/2012/12/14/167194096/making-the-rich-pay-more-for-medicare](http://www.npr.org/blogs/health/2012/12/14/167194096/making-the-rich-pay-more-for-medicare)

In-Text Citation
(Rovner, 2012)

Audio Interview
References Page Entry
Speaker, I. (2013, August 06). Stand your ground debate. In J. Pierson (Producer) [Audio Interview], *All things considered.* Tampa, FL: National Public Radio.

In-Text Citation
(Speaker, 2013)

If the audio interview was retrieved from an online source, note the online source as: Retrieved from [http://www.websource.com](http://www.websource.com) (insert your web address here).
Single Episode of a T.V. Series (i.e. Intervention)
References Page Entry
Writer, W.W. (Writer), & Director, D.D. (Director). (Date of Publication). Title of episode

[Television series episode]. In P. Producer (Producer), Series title. City, State of origin:

Studio or distributor.


In-Text Citation
(Taylor, 2016)

Blog/Video Blog (YouTube)
Blogs are typically not considered academic or scholarly in nature; however, in certain instances they do represent a collection of thoughts and ideas of various communities on the internet. When selecting a blog as a reference, reference the original blog thread differently than comments by other bloggers online.

Original Blog Post
References Page Entry

In-Text Citation
(Flower, 2012).

Comment to a Blog Post
References Page Entry

In-Text Citation
(Rbaer, 2012).

Video Blog (YouTube)
References Page Entry

ETTU&list=UUAuUUnT6oDeKwE6v1NGQxug&index=4&feature=plpp_video

In-Text Citation
(Wilson, 2012).

Course Material (Lecture Notes)
Materials retrieved from MyCourses and used in a subsequent course as a reference need to be cited on both the References page and In-Text. In general, you will need the course faculty, the date it was originally accessed (or a close approximate), the title of the referenced document, and the original course number.

References Page Entry

In-Text Citation
(Moore, 2016).

Pre-recorded lectures may also be used in this program. This example has been created from this source: http://tcs1.med.fsu.edu/tcs/#page:recordingList&pageNumber:1&id:9AE3BD58-4864-4713-B430-D12910E46B6C

References Page Entry

In-Text Citation
(Quadagno, 2012).
Writing Skills
Writing skills are critical to success in the professional workforce, as clarity of the written word is of the utmost importance. Tips appearing below can be used in all forms of written communication: Discussion forums, assignments, weekly summaries, essays, projects, PowerPoint presentations, research papers, and email communication.

The Apostrophe
Single possessive, the book belongs to one student
The student's book was on the floor

Multiple possessive, the book can be purchased by multiple students
The students' book required for the course can be found in the book store

Plural, multiple students
The students purchased their books in the book store

Apostrophes also appear in contractions (i.e., don't). However, contractions SHOULD NOT be used in APA style and formatting.

Exceptions:
1. Proper names ending in -es and -is. For example: James' paper was exemplary.
2. Some possessives do not have an apostrophe. For example: hers, his, ours.

Semicolon or Colon
SEMI-COLON:
If two or more statements are grammatically complete (each could stand as a sentence on their own) and together form a compound sentence, a semi-colon is used.
For example: The long drive was tiring; we did not arrive home until after dark.

Colon:
A colon is used to introduce the reader to additional information, such as a list of items. A colon should not precede a list unless it follows a complete sentence.
For example - The instructor required these items from the student: a statement of the problem, an annotated bibliography, and an outline for the final paper.

There or Their?
There is used when referring to a place or as the first word to introduce a sentence.
For example - The bucket is over there. There are three chapters to read for today's class.

Their is a possessive adjective.
For example - Pat and Susan are playing in their yard.
To, Too, or Two?
The word **too** means also, besides, very, or exclusively.
   For example - too heavy, too costly.

   The word **to** is the first part of a prepositional phrase or the infinitive part of a verb.
   For example - I am going to the beach to swim.

   The word **two** signifies a number.
   For example - There were two birds in the tree.

Than or Then?
   Than expresses a comparison.
   For example - It looks more like a maple tree than like an oak tree.

   The word **then** is an adverb which modifies a verb, adjective, or other adverbs; then refers to time.
   For example - First you read the chapter and then you answer the questions.

Affect or Effect?
   The word **affect** is a verb that means to influence or to have an influence on something or someone.
   For example - The donation to the campaign fund did not affect my vote.

   The word **effect** is a noun that means a result, or can be used as a verb that means to bring about or to accomplish.
   For example - The effect of the surgery to correct the facial injury was remarkable.

It's or Its
   It's is a contraction meaning it is.
   For example - It's time to leave the beach.

   Its is a word that denotes a possessive.
   For example - I have a beautiful cat; its photograph has been taken many times by professionals.

Omitting Needless Words
   Scholarly writing is concise and sentences should contain no unnecessary words. Likewise, paragraphs should also be to the point and contain no unnecessary sentences.

   I. The reason why is that it ….
   Better: The reason is…
II. She is a teacher who …
   Better: She…or The teacher…

The Use of Numbers
Scholarly writing using the APA standard will use numerical values for those numbers greater than ten (10), and use the numerical form for numbers less than ten (10). When beginning a sentence with a number, use the written form; however, the best practice is to reword your sentence to avoid beginning with a number.

1. Numbers that precede measurement
   a. A 0.5-mg administration of Prilocaine.
   b. Can you hand me the 10-ft pole?

2. Numbers that represent mathematical functions (including percentages but not fractions).
   a. divided by 4
   b. You are 7 times more likely to die of cancer than...
   c. Overall, 6% of males...
   d. Nearly two-thirds of all people...
   e. The study concluded that one-fourth...

3. Numbers representing dates and time
   a. 6-year-olds
   b. 5:45 p.m.

4. Numbers used when writing about days, months and years
   a. The eagle fell from the sky six months ago

5. Sequenced verses non-sequenced numbers
   a. Sequenced numbers should use the numerical form
      i. Please sit in chair 2
   b. Non-sequenced numbers should use the written form
      i. The second chair

6. When numbers exceed three digits, a comma should be used to separate the digits. Some exceptions are noted:
   a. Page numbers, including peer-reviewed journal page ranges in a references page citation
      i. Page 1620
      ii. ...J2(2), 1698-1705