University Writing Center Statement on Academic Integrity

As a university devoted to preeminence in the education of health professionals, the academic integrity of the ATSU and written work produced by its faculty and students must be beyond reproach. Violations of academic integrity are grievous offenses against the university community.

Plagiarism is the presentation, whether intentional or unintentional, of another’s work as if it were one’s original work. Proper and complete citation and reference, in accordance with formal style guidelines, is required of all student work. Specific examples of plagiarism include:

- Cutting and pasting or re-entering information from a source into a document without correct citation or attribution;
- Attributing material to a source other than the original;
- Submitting work authored by someone else as original work;
- Submitting previously prepared original material to a course without an instructor’s knowledge or permission;
- Paraphrasing is not substantively different from the original source;
- Missing or infrequent or citations, or
- Missing or incorrectly formatted references

Consistent with best practices (Council of Writing Program Administrators, 2003) a first academic integrity offense involving any of the above examples is classified as a misuse of sources resulting from a lack of familiarity with the expectations of scholarly writing and inexperience using formal style guidelines. Students, in courses or clinical rotations, whose misuse of sources is beyond minor, occasional errors, may be asked, at the discretion of the dean or program chair, to participate in the University Writing Center’s Proper Use of Sources tutorial.

Subsequent serious violations will not be attributed to ignorance or naiveté and will be construed as plagiarism. Consequences of plagiarism include, but are not limited to, a failing course grade or expulsion from ATSU.

Reference

Basic Guidelines for Preparing Written Documents in AMA Style

This handout is a brief overview to using AMA style guidelines to prepare written documents. Some of the text formatting specified in this document (most notably line spacing and headings) has been adapted, based on AMA manuscript guidelines, for ease of reading, commenting, and evaluating student work. The text, paragraph, and heading formats outlined here are consistent with APA (American Psychological Association) guidelines, so students and faculty who use both styles may move easily between them. Students requiring additional information on AMA guidelines should refer to the *AMA Manual of Style* (10th edition).

**Basics of Manuscript Layout**

Document margins should be one-inch, top, bottom, left, and right. Text should be left-justified; the right edge should be ragged. Use a 12-point serif font for all text in the document. Times New Roman, Cambria, and Palatino are serif fonts; this document uses Times New Roman. Double-space between text lines, paragraphs, and first and second level headings in the document. Indent the first line of each paragraph.

**The Title Page**

The first page of a document is a title page. The title page consists of the document title, the author(s), the course or rotation the document for which the document was prepared, the instructor, facilitator, or preceptor, and the date.
Using Headings

Headings signal major sections and sub-sections of a document, signaling a transition from one topic to the next. Headings should be brief and are often prescribed by the type of article (e.g. research reports are generally organized by “Introduction,” “Methods,” “Results,” and “Discussion”). Generally, the initial first level heading in a document is “Introduction” and the final first level heading in a document is “Discussion” or “Conclusion.” Two levels of headings are sufficient for most documents.

This is a First Level Heading

First level headings are bold and centered on a single line. Capitalize each word in the heading. Do not confuse a first level with the required format for the title and references, which are not bold faced.

This is a Second Level Heading

Second level headings are flush left, on a single line. Each word in a second level
heading is capitalized and bold. Second level headings should not be used unless they fall under a first-level heading

**This is a third level heading.**

If the organization and content of a document requires a third level heading, bold and indent the heading, only capitalize the first word, and end the heading with a period. Use third-level headings sparingly.

**Citing And Quoting Sources**

Proper attribution must be given to authors whose ideas, theories, or factual evidence is presented in a document. There is a prescribed AMA format for citing sources.

**Citations**

Superscript numerals are used to cite the work of others. The first citation in a document is numbered “1” and subsequent cites are numbered consecutively.

*Examples:*

- According to one study,¹ the diagnosis is often confused with pneumonia which…
- The diagnosis is difficult because it is often confused with pneumonia.¹

Use the same number for the same author/same article if cited again in the document. In the example above, the reference number for Brown would be “1” even if cited multiple times. Also, note the placement of superscript numerals. Numerals appear outside of periods and commas, but inside of colons and semi-colons.

*Example:*

- The diagnosis is difficult because it is often confused with pneumonia¹; many physicians lose time treating the wrong illness and experience poor outcomes as a result.
Multiple Citations

Often, multiple sources are cited in connection with a statement in a document. When this occurs, cite all the relevant references and separate them with commas.

Example:

- The rash typically appears within 24 hours.\textsuperscript{3,5,10}

If the cite covers a range of reference numbers, indicate the range by using a dash and do not put in spaces after commas.

Example:

- The rash typically appears within 24 hours.\textsuperscript{3,5-8,10}

Direct Quotes

If the exact words of a source are used in a document, the quoted text must appear in double quotes, the page number parenthetically provided. No spaces or commas.

Example:

- “The results, if confirmed by clinical trials, would be a breakthrough.”\textsuperscript{2(p45)}

If a direct quote is longer than four typed lines, the text must be “blocked”: single-spaced, indented on the right and left, and treated as a standalone paragraph without quotation marks.

Example:

Computed tomography, performed with contrast, of the patient’s chest, abdomen, and pelvis revealed diffuse adenopathy of the axillary chain and the bilateral inguinal region. A lymph node in the right iliac chain, measured 6.3 cm. There were no lesions evident in the lungs.\textsuperscript{12(p180)}

References

Begin the references list with the word “References” centered but not bold. The references list is ordered beginning with “1” - the first reference cited in the document. List only sources cited in the body of the document. Single space individual reference entries and double
space between reference entries. Follow the examples below for typical reference formats. For other examples or exceptions, refer to Chapter 3 in the AMA Manual of Style (10th ed.).

**Referencing Journals**

**Print Articles**

In the first example below, the authors’ names appear first, followed by the title of the article. The journal name follows. Journal names are abbreviated and italicized. To find the correct abbreviation for a journal title go here: [http://www.cdc.gov/niosh/idlh/idlhabb2.html](http://www.cdc.gov/niosh/idlh/idlhabb2.html)

After the journal name is the publication year, insert a semi-colon and then the volume number. The issue number immediately follows (no space) in parentheses. After the right parenthesis, put a colon followed by the inclusive page numbers of the article, end with a period. The second example is the format to use when an article has more than six authors.


**Online Articles**

The same general format for references applies to online resources. The difference is the need to provide a URL, a Direct Object Identifier (DOI), or a PubMed ID (PMID) so the reader may easily locate a source. Because URLs break, disappear, or change over time, their use is less than optimal. DOIs are permanent locators for a specific article. Always use a DOI if available. Follow the examples below.

**Web-based resource URL provided:**

Web-based resource with DOI:


Web-based resource with DOI as hyperlink:


**Referencing Books**

Book with two authors:


Book with institutional author:


Books with editors:


Chapter in a book edited by others:


*Note:* the chapter’s page numbers are at the end of the reference.

**Referencing UpToDate**

When referencing *UpToDate*, an evidence-based web resource, follow this prescribed (see: [http://www.uptodate.com/help/manual/citing](http://www.uptodate.com/help/manual/citing)) format based on Example 1 above.

5. Author AA. Topic or title. In: *UpToDate*, Basow, DS, ed., UpToDate, Waltham MA, date
Referencing Web Sites

AMA style requires the following information, in the order presented, to reference web sites:

6. Author(s). Title of the specific page cited (if none is provided use the name of site’s owner or sponsor). Name of website. URL. Published (date). Updated (date). Accessed (date).

Often, some of this information does not exist on a particular web page or web site. Provide as thorough a reference as possible. Common examples follow.


Easy Document Formatting

Follow these simple steps and all your documents will:

- Be properly double-spaced
- Use the correct font and size
- Have pre-set styles for headings
- Have pre-set numbering and spacing for AMA references

Under the VIEW tab, set ZOOM to 75% – resize and move this window to one side of the monitor so you can have two windows open and refer to the instructions while setting styles.

To begin: **Open a blank Word document.**

On the HOME tab, click to open all styles – (if it is already open – it will probably be on the left side of the screen)
Makere sure the settings match these. Click OK.

You will now see something that looks like this.

Click Options.

Make sure the settings match these. Click OK.
Now, find **Normal** in the window. **CLICK Normal** so it is selected, then **RIGHT CLICK** and select **Modify**.
Change the settings to match this.

When the settings are correct, click on the Format button and select **Paragraph**.
Change the settings to match these.

Then **Click OK** and **Click OK** on the **Modify Style** dialogue box.

Now documents will always be in Times New Roman, 12 point and double-spaced. All you need to do is type.

In addition, the **NORMAL** style will be in the Styles ribbon at the top of your screen.

Now pre-set heading styles.
Find Heading 1 in the left hand pane. **RIGHT CLICK** and select **MODIFY**.
When the settings are correct, click on the Format button and select Font. Make sure the settings match these.
Then click **Format** again and select **Paragraph**.
Change the settings to match these.

Then Click OK and Click OK on the Modify Style dialogue box

Now first level headings are preset. Repeat these steps for second level headings.
Select Heading 2. **RIGHT CLICK** and select **MODIFY**
When the settings are correct, click on the **FORMAT** button and select “Paragraph.”

Make sure the settings match these.
Match these settings.

Then **Click OK** and **Click OK** on the Modify Style dialogue box

You have now pre-set Headings 1 and 2.

Try it out.

Type “Try it out” in your document. Put your cursor in the text or select the text. Then in the Styles menu on the **HOME** tab click on **Heading 1**. Then click on **Heading 2**. Then click on **Normal**.

The line of text should change to each of the different styles.
Now pre-set the spacing and numbering for an AMA references list.

Find **List Number** in the Styles pane. **RIGHT CLICK** and choose **MODIFY**.
Match these settings.

When the settings are correct, click on the **FORMAT** button and select **Paragraph**.
Match these settings.

Then select the **Line and Page Breaks** tab and match the following settings.
Then click **OK**. To use this function, type all the references, select them and then choose the “List Number” on the style pane.
Make Spell Check and Grammar Check More Powerful

MS Word will catch most grammatical, spelling, and formatting errors if you adjust the settings. This adjustment takes no more than two minutes to do.

Click on the Office button in the upper left hand corner of your screen.

Click WORD OPTIONS
Select PROOFING. Set Writing Style to GRAMMAR & STYLE.

Click on SETTINGS
Match these settings. SCROLL down to select **each box** under GRAMMAR.

Click OK. Then click OK on WORD OPTIONS.

When you are ready to check a document, go to the REVIEW tab and click on SPELLING & GRAMMAR. Examine every item flagged by Word and click CHANGE to fix the error.