

Overview

Write & Cite® provides learners with foundational instruction in academic writing. Clear thinking manifests as strong writing in all walks of life. However, writing must also resonate with specific audiences in academic settings and adhere to structured formatting guidelines. This module will help learners develop skills to navigate the nuances of academic writing, create consistent paper formats, and appropriately cite sources. The module guides learners through the basics of thinking critically, defining research questions, finding credible sources, and crafting flawless papers.

The 8-section module can be customized to teach APA, MLA, or CMOS documentation styles and provides instruction regarding word choices, tone, paper organization, literature-based research, and techniques to avoid plagiarism. Each section covers topics related to academic writing and contains interactive components designed to facilitate the retention of information.

Write & Cite® is designed to teach learners the skills needed to write, format, and properly cite academic projects and dissertations. More than just a formal requirement, proper citation is imperative for respectfully borrowing and expanding upon others' ideas.

In addition to the instructional materials provided here, learners are encouraged to consult the official style manual used in their programs. These are:

- APA: Publication Manual of the American Psychological Association, 7th Edition (2020) <https://doi.org/10.1037/0000165-00>
- CMOS: The Chicago Manual of Style, 17th Edition (2017) <https://doi.org/10.7208/cmos17>
- MLA: Modern Language Association Handbook 8th Edition (2016) <https://style.mla.org/>

Learners

This module is designed to help learners become more familiar with the APA, MLA, or CMOS styles of professional writing.

Module Authors

The author for this module is Peregrine Global Services, headquartered in Gillette, Wyoming. Materials from a variety of sources may have been utilized in the development of this module.

Learning Outcomes

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Identify the structure and formatting of academic papers following APA (American Psychological Association) style, MLA (Modern Language Association) style, or CMOS (Chicago Manual of Style) guidelines.
2. Recognize and apply appropriate methods for developing and expressing ideas.
3. Identify a research problem and choose appropriate questions to develop and assess the problem.
4. Select credible sources to address research questions and support analysis.
5. Describe plagiarism and its consequences and identify techniques for appropriately crediting the ideas of others.
6. Differentiate the purpose, tone, format, and structure used in common types of academic writing.
7. Choose words that convey meaning and nuance appropriate to a paper's purpose.
8. Enforce proper grammar and syntax through uniform verb tense, subject-verb agreement, parallel construction, and consistent phrasing.
9. Use feedback to correct errors in style, structure, and content.

Curriculum

<u>Section</u>	<u>Topics</u>
Pre-Test	
Section 1: What is Academic Writing?	<ul style="list-style-type: none"> • Recognize and apply appropriate methods for developing and expressing ideas. • Identify a research problem and choose appropriate questions to develop and assess the problem. • Describe plagiarism and its consequences. • Identify techniques for appropriately crediting the ideas of others.
Section 2: Types of Academic Writing	<ul style="list-style-type: none"> • Differentiate purpose, tone, format, and structure used in <ul style="list-style-type: none"> ○ Academic and professional communications such as emails ○ Discussion posts ○ Collaborative assignments (e.g., wikis, shared documents, peer reviews) ○ Essays (differentiate types and purposes) ○ Case study (differentiate variations in teaching cases and research cases) ○ Reports (differentiate types such as after-action) ○ Research papers (differentiate between primary and secondary source research) ○ Theses and dissertations
Section 3: Information Sources for Academic Writing	<ul style="list-style-type: none"> • Select credible sources to address research questions and support analysis by <ul style="list-style-type: none"> ○ Selecting resources ○ Using static resources ○ Using dynamic resources ○ Using other resources
Section 4: Preparing Academic Papers and Assignments	<ul style="list-style-type: none"> • Differentiate layout criteria for academic papers and other assignments • Choose words that convey meaning and nuance appropriate to a paper's purpose.

	<ul style="list-style-type: none"> • Recognize common writing errors and identify ways to avoid and correct them. • Enforce proper grammar and syntax through uniform verb tense, subject-verb agreement, parallel construction, and consistent phrasing.
Section 5: Style Guidelines for Papers and Other Assignments [APA, MLA, or CMOS]	<ul style="list-style-type: none"> • Identify the structure and formatting of academic papers following APA (American Psychological Association) style, MLA (Modern Language Association) style, or CMOS (Chicago Manual of Style) guidelines.
Section 6: Style Guidelines for In-text Citation [APA, MLA, or CMOS]	<ul style="list-style-type: none"> • Identify the structure and formatting of in-text citations following APA (American Psychological Association) style, MLA (Modern Language Association) style, or CMOS (Chicago Manual of Style) guidelines.
Module 7: Style Guidelines for References [APA, MLA, or CMOS]	<ul style="list-style-type: none"> • Identify the structure and formatting of references following APA (American Psychological Association) style, MLA (Modern Language Association) style, or CMOS (Chicago Manual of Style) guidelines.
Section 8: Perfecting Your Work	<ul style="list-style-type: none"> • Recognize common writing errors and identify ways to avoid and correct them. • Enforce proper grammar and syntax through uniform verb tense, subject-verb agreement, parallel construction, and consistent phrasing. • Use feedback to correct errors in style, structure, and content.
Post-test	

Assessment

The module includes section quizzes and short exercises to ensure understanding of the instructional content. The module also includes a 20-question pre-test and 50-question post-test. The pre-test captures the learner’s baseline knowledge, and the post-test ensures that learners have grasped the concepts needed for success.

Hours and Articulation

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

<u>Section</u>	<u>Hours</u>
Pre-test	0.25
Section 1: What is Academic Writing?	1
Section 2: Types of Academic Writing	0.50
Section 3: Information Sources for Academic Writing	1
Section 4: Preparing Academic Papers and Assignments	0.50
Section 5: Style Guidelines for Papers and Other Assignments [APA, MLA, or CMOS]	0.50
Section 6: Style Guidelines for In-text Citations [APA, MLA, or CMOS]	1
Section 7: Style Guidelines for References [APA, MLA, or CMOS]	0.50
Section 8: Perfecting Your Work	0.50
Post-test	0.25
Total Hours	6