

Public Health and Health Services Administration expects all students to develop their professional writing skills. As a result, we uphold these across all courses in our majors unless otherwise directed by your instructors for particular assignments.

Written papers/ minimum writing standards:

- Papers must be written in essay/business style format
- Use 8 1/2" x 11" paper, with one-inch margins on all sides
- Type all written materials, with all text, including quotes, double-spaced
- Papers must be grammatically correct and free of typographical and spelling errors.
- MUST use only APA style.
- Students must ensure that appropriate credit is given for all materials. Ideas taken from other persons must be properly cited. Any direct quote must be enclosed in quotation marks and must be cited.
- Other standards as identified by the instructor.

Papers not meeting these standards will receive significant point deductions.

We recommend the following sources to guide you in your writing:

American Psychological Association. American Psychological Association. (2010). Concise rules of APA style. (Sixth ed.).

Hacker, D., Sommers, N., & Matthews, R. (2016). *A pocket style manual* (7th edition, APA version. ed., Class of 1964 Reserves Collection).

Purdue University (n.d.). Purdue Online Writing Lab (Owl). Retrieved from:  
[https://owl.purdue.edu/owl/purdue\\_owl.html](https://owl.purdue.edu/owl/purdue_owl.html)