
BSW Orientation Professional Writing

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Professional Writing

- Many students struggle with writing – you are not alone
- Writing is an essential professional social work skill
- When you start practicing social work, you will be writing

Professional Writing: Suggestions

- Write your paper early – don't wait until the night before the paper is due
- The key to good writing is rewriting
- Utilize the WKU Writing Center
 - www.wku.edu/writingcenter
 - (270) 745-5719
- Have a friend, spouse/partner, or classmate proofread your paper

Professional Writing: Suggestions

- Develop an outline for the paper...then fill in the blanks!
- Read your paper aloud
- Use MSWord spell & grammar check...but don't rely on it completely

APA Style Manual

- American Psychological Association (APA)
- APA manual is designed to help writers within the discipline improve communication through a common writing format.

APA Style Manual

Table 3.1. Format for Five Levels of Heading in APA Journals

Level of heading	Format
1	Centered, Boldface, Uppercase and Lowercase Heading^a
2	Flush Left, Boldface, Uppercase and Lowercase Heading
3	Indented, boldface, lowercase paragraph heading ending with a period.^b
4	<i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i>
5	<i>Indented, italicized, lowercase paragraph heading ending with a period.</i>

^aThis type of capitalization is also referred to as *title case*. ^bIn a *lowercase paragraph heading*, the first letter of the first word is uppercase and the remaining words are lowercase.

1.10 Plagiarism and Self-Plagiarism

Plagiarism. Researchers do not claim the words and ideas of another as their own; they give credit where credit is due (APA Ethics Code Standard 8.11, Plagiarism). Quotation marks should be used to indicate the exact words of another. *Each time* you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The following paragraph is an example of how one might appropriately paraphrase some of the foregoing material in this section.

As stated in the sixth edition of the *Publication Manual of the American Psychological Association* (APA, 2010), the ethical principles of scientific publication are designed to ensure the integrity of scientific knowledge and to protect the intellectual property rights of others. As the *Publication Manual* explains,

16 PROTECTING THE RIGHTS AND WELFARE OF RESEARCH PARTICIPANTS



authors are expected to correct the record if they discover errors in their publications; they are also expected to give credit to others for their prior work when it is quoted or paraphrased.

The key element of this principle is that authors do not present the work of another as if it were their own work. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the Discussion section of someone else's article, that person should be given credit. Given the free exchange of ideas, which is very important to the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should acknowledge the source; this includes personal communications. (For additional information on quotations and paraphrasing, see sections 6.03–6.08; for instructions on referencing publications and personal communications, see sections 6.11–6.20.)

APA Style Manual: Paraphrase

If the name of the author occurs in the text, cite the year:

- According to Caline (2001) and Bison (2009), social work is a profession.
- In 2009, Peters and Olson compared social work and politics.

APA Style Manual: Direct Quote

If the citation is a direct quotation, provide page number after quote:

- Peters and Olson (2009) found that the media effect, which had been verified in previous studies, “disappeared when behaviors were studied in a group” (p. 276).
- Use direct quotes sparingly. Direct quotes are used if the idea is stated in a unique manner that would lose meaning if it is paraphrased.

APA Style Manual

Book:

Caline, R. (2001). *Social work, media, and the law*.
Lawrence, KS: ABC Books.

Journal article:

Peters, A., & Olson, B. (2009). Survey again. *Journal of Reference*, 2(2), 50-89.

APA Style Manual

APA Manual, Sixth Edition

- Plagiarism: p. 15-16
- Example of Paper: p. 41-59
- Writing Clearly & Concisely: p. 61-86
- The Mechanic of Style (including punctuation): p. 87-124

- <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>