



# Maryland University of Integrative Health

*Academic Policy and Procedures*

Review Period: 2 Years

No. 6015 Rev.: 1

Date: Feb. 8, 2022

---

## Subject: Academic Citation and Format Standard

---

1. Purpose	1
2. Policy	1
2.1 Standard Citation and Format Style	1
2.2 Use in Academic Courses	1
2.3 Citation, Plagiarism, and Academic Integrity	1
3. References	2
4. Approval and Revisions	2

### **1. Purpose**

This policy outlines the University's standard for citation and format style in academic writing; the use of this style in academic courses; and the relationship between proper citation, plagiarism, and academic integrity.

### **2. Policy**

#### **2.1 Standard Citation and Format Style**

American Psychological Association (APA) citation and format style is the standard style for academic writing at Maryland University of Integrative Health (MUIH). APA style should be used in all academic writing unless there is a conflicting requirement from an external publisher.

#### **2.2 Use in Academic Courses**

MUIH faculty should use APA style in-text citations and reference lists when creating learning resources and writing syllabi. Students should use APA style in-text citations and reference lists when completing assignments. In some instances, faculty may require the use of the entire APA writing format, not just APA style in-text citations and reference lists. Specific requirements will be noted by assignment within course syllabi, assignments, and modules.

#### **2.3 Citation, Plagiarism, and Academic Integrity**

Plagiarism is defined as using the published or unpublished words or ideas of another, in a direct quote, paraphrase, or summary without properly citing the material used and its source. To clarify:

- A quote is the use of another's exact words to express an idea. Quotes need to be relayed within quotation marks and attributed to the individual who created them.

- A paraphrase is the use of another's ideas and, usually, another's textual structure or flow, to convey information in one's own words. The length of a paraphrased passage tends to be about the same as the length of the passage created by the original author. Paraphrased material needs to be attributed to the individual whose ideas are expressed in the original work.
- A summary is the concise presentation of the main ideas within someone else's work. It is written in one's own words and must be attributed to the individual whose work has been summarized.

Plagiarism is an infraction of [Policy 6000 Academic Integrity Policy](#). Suspected plagiarism will be investigated according to the procedures outlined in that policy. It is essential that students talk to faculty before submitting assignments for any questions about when and how to cite other people's words or ideas.

### **3. References**

Policy 6000 Academic Integrity Policy,  
<https://muih.edu/academics/office-of-the-registrar/student-policies/>

### **4. Approval and Revisions**

Approved August 16, 2018 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.

- Revision 1
  - Updated Section 2.3 and 3.0 to remove outdated external links and update internal links to policies page

Approved February 8, 2022 by Provost & Vice-President Academic & Student Affairs, Christina Sax, Ph.D.