

**Mercer County Community College  
Physical Therapist Assistant Program**

**Documentation Style Guide  
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<b>Written Assignment Grading Criteria and Point Values</b>
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Physical Therapist Assistants are members of the health care professions and often participate in the writing of official documents and reports. For this reason, written assignments will be graded with the following weighting system for point values.

- |                                   |  |
|-----------------------------------|--|
| 1. Grammar and syntax             | 5 points                                 |
| 2. Spelling                       | 5 points                                 |
| 3. Usage of Medical Terminology   | 5 points                                 |
| 4. Organization of the assignment | 5 points                                 |
| 5. Clarity ( <i>typed</i> )       | 5 points                                 |
| 6. Timeliness                     | 5 points ( <i>per day for lateness</i> ) |
| <b>7. Content</b>                 | <b>35 points</b>                         |
| <b>8. Meeting the Objectives</b>  | <b>35 points</b>                         |

**Please note that 5 points per day may be deducted from the final grade for any assignment if it is submitted after the due date.**

**Documentation Style Guide**

**Format**

Double spaced typed paragraphs that are indented to indicate the beginning of a paragraph. There should also be an additional line in between paragraphs.

This example would serve as the appropriate formatting for an additional paragraph.

**Font**

The font is the type of “letter” or appearance of the typeface that you select. It must be 12 point and one of the following: Times New Roman, Arial or Tahoma.

## **Citations or "Quotations"**

Information that you are directly copying word for word from what is written in an article **MUST** be included in "quotation marks" and the source of the information **MUST** also be provided. The name of the author or authors, the year of publication and the page where the quote came from out of the source must be given. For example:

**Interventions for acute tendonitis include, "RICE, US, ES, phonophoresis, iontophoresis, gentle AROM, splint protection," (Dreeben, 2008, 209) and are used in my outpatient clinic.**

Citations are ideas, facts and phrases taken from a reference but are not directly copied word for word. These references also need to be given credit. The author or authors and the year of publication are the only information needed. For instance:

**Our outpatient clinic uses the recommended modalities such as US, ES and iontophoresis for patients with acute tendonitis. (Dreeben, 2008)**

**References:** When writing a paper for an assignment, each individual is expected to consult with and "credit" a variety of reference materials for that information. References ***MUST*** be from more than one type of source and there must be at least 3 references listed for the paper that is submitted. Your instructor *may* require more. Acceptable formats for bibliographical reference listing at the end of the paper are provided below.

### **Book (single author)**

Author, A. A. (2003). *Title of the book*. City Location, State Location: Publisher.

**Book (two authors) (one chapter out of an edited book)**

Author, A. A., & Author, B. B. (2003). Title of the chapter. In A. Editor & B. Editor (Eds.), *Title of book* (pp. xx-xx). City Location, State Location: Publisher.

**Article in Periodical (three authors)**

Author, A. A., Author, B. B., & Author, C. C. (2005). Title of Article. *Title of Periodical, Volume*(Issue), xx-xxx.

**Online periodical:**

Author, A. A., & Author, B. B. (2004). Title of Article. *Title of Periodical, Volume*(Issue), pages used. Retrieved month day, year, from source.

**Online document:**

Author, A. A. (2006). *Title of work*. URL. Retrieved month, day, year, from source.

In general, it is most important to cite the source of the information. In the case of the rapidly changing environment of the WWW, the date of retrieval is as critical a component as the publisher is for a text reference.

Updated 2008 through the use of the following text:

American Psychological Association. (2001). *Publication Manual* (5<sup>th</sup> ed.). Washington, DC: American Psychological Association.