

IDP Style and Formatting Rules

To be followed for all IDP formal, written assignments and research projects.

Introduction

The ability to write in a scholarly way is a hallmark of a person with an advanced education. The IDP requires its students to use APA style and IDP formatting rules in their formal written work to provide them with this advantage by degree completion. The rules which follow are expected to be used for every formal written paper, both in foundation classes and in the concentration courses. The following Concentration course assignments must be aligned with correct IDP style and formatting rules:

1. Baseline and Benchmark Study Reports or Internship Report (IDSC 680).
2. Synthesis Paper (IDSC 640).
3. Specialization Essay (IDSC 690).
4. Research Proposal (IDSC 697 or IDSC 698).
5. Research Project Report (IDSC 697) or Thesis (IDSC 698).

Margins

All margins are 1 inch. This is true for every page of the research project. Some pages, because of the way the text falls, may have a bottom margin greater than 1 inch, but text may *not* extend below that 1-inch margin.

Indentation

- The first line of each paragraph is indented ½ inch (1.27 cm).
- The entire text of a block quotation is indented ¼ inch (.635 cm).

Justification

Use a ragged right margin rather than a justified one.

Font

Times New Roman in 12 point *only*.

Page numbers

The page numbers are centered at the *bottom* of the page, from the abstract on through, without exception. Do not show a page number on the title page. Thus, page numbering starts with page number two on the abstract page.

Spacing

- The abstract, table of contents, list of tables, list of illustrations, and list of abbreviations are single-spaced.
- All text of the body of the paper is double-spaced, except for block quotations, which are single-spaced.
- Reference lists are single-spaced, but double-spaced between entries.
- Headings have an extra space before them.

Title Page

A title page is required for each assignment including core courses post-session work and concentration components. This will include title, student name and ID number, course title, professor/advisor/mentor, and date.

Headings

There are three levels of headings as follows:

Level 1 – Centered, capitalized and bolded

Level 2 – Flush left, bolded, uppercase and lowercase

Level 3 – Flush left, italicized, only first letter of first word capitalized

Tables and illustrations

- Use open tables with consecutive numbering (Table 1, Table 2, etc.).
- All titles are flush-left and appear above tables and illustrations.
- Table/illustration titles should be italicized (Illustration 1: *Conceptual Framework*).
- Tables are flush left. Illustrations are centered.
- Do not use photographs or maps in the body of the research project. If clearly relevant, they may be included in the appendix.

Italics

Italics is used for emphasis (very sparingly), for foreign words, for indicating titles of journals or books in the text and bibliographies/reference lists. *Underlining is not accepted.*

Ellipses

Ellipsis points are used *only* in quoted material and have a space after each dot. When something is omitted within a quoted sentence, use three dots that look like this:

The book used to lie . . . on the table.

When the omission comes at the end of a complete sentence, use four dots that look like this:

The book used to lie on the table. . . . Now it's on the chair.

The first dot is the period that completes the sentence; therefore, no space appears *before* it.

Use of "I"

Do not use "the experimenters" or "the researcher" when you mean yourself. This can be ambiguous and may give the impression that you did not take part in your own study. Instead, use a personal pronoun. However, do not use the editorial "we" when you mean only yourself. Use "I".

Numbered Lists

Short enumerations, which identify elements in a series, are set off by lowercase letters within parentheses.

The participant's three choices were (a) working with another participant, (b) working with a team, and (c) working alone.

However, longer enumerations are treated like numbered paragraphs, with each point starting on a new line and indented 0.5 inch (1.27 cm):

Using the learned helplessness theory, we predicted that the depressed and nondepressed participants would make the following judgments of control:

1. Individuals who . . . [paragraph continues]
2. Nondepressed persons exposed to . . .

Use of numbers

Use figures to express numbers 10 and above and words to express numbers below 10. Numbers referring to *time*, *dates*, *ages*, *sample* and *points on a scale* are written as figures.

In about 3 years
2 weeks ago
2-year-olds
Scored 4 on a 7-point scale

Percentage symbol

Use a percentage symbol (%) only when it's preceded by a numeral. The word *percentage* is used when a number is not given.

Statistical symbols

All statistical symbols are set in italics: *N*, *M*, *df*, *p*, *SE*, *t*, *F*, *MS*, *r*, *SD*, etc. This is true for every place they occur, even tables. Pay particular attention to whether the symbol is uppercase or lowercase. *t* test is lowercase even if it begins a sentence.

A one-tailed *t* test was used to determine whether a significant difference existed. (*t* test is not hyphenated)

t tests provided sufficient information for each sample.

However, note the hyphen here:

The author's *t*-test results could not be explained by . . .

Endnotes/Footnotes

Endnotes and footnotes are not to be used. References are done "in-text" as shown below.

Correct Paragraph Settings

The following settings should be present at the start of a formal academic paper, using the Paragraph menu on the Home button for Word 1997-2003. They will provide correct settings to meet the IDP MIDA Style and Formatting requirements for paragraph formatting.

Alignment: Left

Outline: Body Text

Indentations:

Left: 0 inch

Right: 0 inch

Special: First Line at 0.5 inch

Spacing:

Before: 0 pts

After: 0 pts

Line Spacing: Double (for main body of paper).

IN-TEXT CITATIONS

Scholarly ethics expect writers to provide credit for any information which comes from another source than their own ideas. This is done by giving a citation in the paper matched by full information in the References. Failure to do this is intellectual dishonesty also known as plagiarism.

REFERENCING QUOTATIONS

Three types of quotations may be used in a paper: direct quotations, indirect quotations, and block quotations. Direct quotations, which include block quotations, *always* include a page-number reference. With indirect quotations, be sure to include a page number whenever a specific opinion or important piece of information is credited to a specific author even though you phrase that opinion and/or information in your own words.

Direct quotation

He stated, "The entry of the child into the strange environment causes the disturbed behavior" (Smith, 1985, p. 123), but he did not specify how the behavior was disturbed.

Smith (1985) did not specify how the child's behavior was affected, but he did state that "entry of the child into the strange environment caused disturbed behavior" (p. 123).

Note: Page reference appears after the quotation mark but before the period.

Indirect quotation

In his study, Smith (1985) observed that when the child entered the strange environment, disturbed behavior resulted (p. 123).

Block quotation

A direct quotation of *forty words or more* should be treated as a block quotation which is indented a ¼ inch (.635 cm) from the left margin.

In his study of how relationships with adults affect childhood behavior patterns, Smith (1985) stated:

After the child made some friends and identified with the adult in charge, the disturbed behavior decreased. The time factor required for this "settling in" process varied from child to child, depending on the age of the child, the general atmosphere of the new environment, and the temperaments of both the child and the adult involved. (p. 124)

Note: The final punctuation follows the material quoted. The reference follows the final punctuation.

RULES OF REFERENCE LISTS

A reference list includes only the books, articles, web pages, etc. that are cited in the text of the document. The "APA style" is an author-date style for citing and referencing information in assignments and publications.

1. Reference lists should appear as one alphabetical list of the first author's surnames.
2. If an item has no author, it is cited by title, and included in the alphabetical list using the first significant word of the title.
3. If there is more than one reference with the same author, arrange the references by year of publication the earliest first – not alphabetically by title.
4. References should not be numbered.
5. The first line of each entry is flush-left. Each additional line for the same entry is indented ½ inch (1.27 cm).
6. Entries are single spaced. A double space is used between entries.
7. One entry should *not* be split between two pages.
8. Each entry must have an author's name.

APPENDIX

The Appendix contains materials that are not essential to the paper but that are useful to the reader. When the materials in the appendix fall into several categories, group similar materials in one appendix. For example, all letters should appear in one appendix, all maps in another, all tables in another, etc.

Each category of the appendix is given a letter (Appendix A, Appendix B, etc.). Each Appendix must have its own cover page which gives the letter and a title.

APPENDIX A

MAPS

APA 5th Edition

Book

Elements of the citation

Author(s) of book – family name and initials, *use & for multiple authors*. (Year of publication). *Title of book – italicized*. Place of publication: Publisher.

Reference Type	In-text Examples	Reference List Example
One author	<p>In a recent study of reaction times (Walker, 2000)</p> <p>OR</p> <p>Walker (2000) compared reaction times . . .</p>	<p>Allchin, A. M. (1979). <i>The Kingdom of Love & Knowledge</i>. London: Darton, Longman & Todd.</p>
Two authors	<p>It is futile to maintain that the sexes are interchangeable (Moir & Jessel, 1991)</p> <p>OR</p> <p>Moir and Jessel (1991) found students . . .</p> <p>Always list the authors in the order in which they appear in the publication.</p> <p>Cite both authors for each use of reference.</p>	<p>Moir, A., & Jessel, D. (1991). <i>Brain sex: The real difference between men and women</i>. London: Mandarin.</p>
Three to five authors	<p>Wasserstein, Zappulla, Rosen, Gerstman, and Rock (1994) found that . . .</p> <p>Wasserstein et al. (1994) found</p> <p>Wasserstein et al. found [Omit year from subsequent citations after first citation within a paragraph.]</p>	<p>O’Keefe, J. H., Bell, D. S. H., & Wyne, K. L. (2009). <i>Diabetes essentials</i>. Sudbury, MA: Jones and Bartlett Publishers.</p>

	<p>OR</p> <p>(Wasserstein, Zappulla, Rosen, Gerstman, & Rock, 1994)</p> <p>(Wasserstein et al., 1994)</p> <p>Cite all authors the first time the reference appears; for all subsequent uses, cite last name of first author followed by “et al.”</p>	
Six or more authors	<p>Johnson et al. (2005) argue . . .</p> <p>OR</p> <p>It was argued that . . . (Johnson et al., 2005)</p> <p>Cite just the last name of the first author followed by “et al.” and year for the first and all other citations.</p>	<p>Johnson, L., Lewis, K., Peters, M., Harris, Y., Moreton, G., Morgan, B., . . . Smith, P. (2005). <i>How far is far?</i> London: McMillan.</p> <p>Provide initials and surnames of the first six authors, and shorten any remaining authors to “et al.”</p>
No author	<p>Management is defined as (<i>CCH Macquarie Dictionary</i>, 1993)</p> <p>OR</p> <p><i>CCH Macquarie Dictionary</i> (1993) defines . . .</p> <p>Cite in the text the first few words of the title and the year.</p>	<p><i>The CCH Macquarie dictionary of business.</i> (1993). North Ryde, NSW: CCH Australia.</p>
Author identified as <i>Anonymous</i>	<p>(Anonymous, 1996)</p> <p>Use only if author is specifically named as “Anonymous”.</p>	<p>Anonymous. (1996). <i>Primary colors: A novel of politics.</i> New York, NY: Random House.</p>
Authors with same last name	<p>R. D. Luce (1959) and P. A. Luce (1986) also found</p>	<p>Lewis, J. P. (2007). <i>Fundamentals of project management.</i> New York, NY: American Management Association.</p>

	<p>J. M. Goldberg and Neff (1961) and M. E. Goldberg and Wurtz (1972) studied</p> <p>OR</p> <p>(J. P. Lewis, 2007)</p> <p>(R. Lewis, 2007)</p> <p>Include first author's initials in all citations.</p>	<p>Lewis, R. (2007). <i>Human genetics: concepts and applications</i>. Boston, MA: McGraw-Hill Higher Education.</p>
Multiple works by the same author	<p>. . . geology of Queensland's national parks (Willmott, 2004, 2006).</p>	<p>Willmott, W. F. (2004). <i>Rocks and landscapes of the national parks of Southern Queensland</i>. Brisbane: Geological Society of Australia, Queensland Division.</p> <p>Willmott, W. F. (2006). <i>Rocks and landscapes of the national parks of Central Queensland</i>. Brisbane: Geological Society of Australia, Queensland Division.</p> <p>Order chronologically from earliest in the Reference List.</p>
Multiple works by the same author, published in the same year	<p>(Dawkins, 1996a, 1996b)</p>	<p>Dawkins, R. (1996a). <i>Climbing Mount Improbable</i>. London: Viking.</p> <p>Dawkins, R. (1996b). <i>River out of Eden</i>. London: Phoenix.</p> <p>Order alphabetically by title in the Reference List.</p>
Book by an organization or institution (corporate author)	<p>(Queensland Health, 2002)</p> <p>OR</p> <p>Queensland Health (2002) recommends that . . .</p> <p>Statistics released (NIMH, 1986) seem to show . . .</p>	<p>Queensland Health. (2002). <i>Best practice guidelines for the management of type 1 diabetes in children and adolescents</i>. Brisbane, Australia: Author.</p> <p>NIMH would be spelled out as National Institutes of Mental Health.</p>
Different editions	<p>(DeHart, Sroufe, & Cooper, 1995)</p> <p>DeHart, Sroufe, & Cooper (1995) state the idea</p>	<p>DeHart, G. B., Sroufe, L. A., & Cooper, R. G. (1995). <i>Child development: Its nature and course</i> (4th ed.). Boston, MA: McGraw-Hill.</p>

	that . . .	The edition statement is placed after the title of the work. This is not necessary for a first edition.
Edited book	(Friedman & Wachs, 1999) (Everson, 1991)	Friedman, S. L., & Wachs, T. D. (Eds.). (1999). <i>Measuring environment across the life span: Emerging methods and concepts</i> . Washington, DC: American Psychological Association. Everson, S. (Ed.). (1991). <i>Psychology</i> . Cambridge: Cambridge University Press.
Electronic version of print book	(De Lara & Doyen, 2008) (Ardia, 2008)	De Lara, M., & Doyen, L. (2008). <i>Sustainable management of natural resources: Mathematical models and methods</i> . [SpringerLink version]. Retrieved from http://www.springerlink.com/openurl.asp?genre=book&isbn=978-3-540-79073-0 Ardia, D. (2008). <i>Financial risk management with Bayesian estimation of GARCH models: Theory and applications</i> [SpringerLink version]. doi: 10.1007/987-3-540-78657-3 Add the name of the provider of the electronic version in square brackets.
Electronic-only book	(Stevens, n.d.)	Stevens, K. (n.d.). <i>The dreamer and the beast</i> . Retrieved from http://www.onlineoriginals.com/showitem.asp?itemID=332

Conference Papers and Proceedings

Elements of the citation

Author(s) of paper – family name and initials, use & for multiple authors. (Year of publication). Title of paper. *Title of published proceeding – italicized.*
Place of Publication: Publisher.

Reference Type	In-text Examples	Reference List Example
Published conference paper	(Scheinin, 2009)	Scheinin, P. (2009). Using student assessment to improve teaching and educational policy. In M. O’Keefe, E. Webb, & K. Hoad (Eds.), <i>Assessment and student learning: Collecting, interpreting and using data to inform teaching</i> , 12-14. Melbourne, Australia: Australian Council for Educational Research.
Unpublished conference paper	(Bowden & Fairley, 1996)	Bowden, F. J., & Fairley, C. K. (1996, June). <i>Endemic STDs in the Northern Territory: Estimations of effective rates of partner change</i> . Paper presented at the Scientific Meeting of the Royal Australian College of Physicians, Darwin.

Dictionary or Encyclopedia

Elements of the citation

Author(s) of work – family name and initials, use & for multiple authors. (Year of publication). *Title – italicized.* Place of publication: Publisher.

Reference Type	In-text Examples	Reference List Example
Dictionary or Encyclopedia – print version	(Wolman, 1989)	Wolman, B. B. (Ed.). (1989). <i>Dictionary of behavioral science</i> (2 nd ed.). San Diego, CA: Academic Press.
Entry from Electronic dictionary or encyclopedia	(Community, 2009)	Community. (2009). In J. Scott & G. Marshall (Eds.), <i>A dictionary of sociology</i> (3 rd rev. ed.). Retrieved from http://www.oxfordreference.com/views/ENTRY.html?subview=Main&entry=t88.e337

Journal Article

Elements of the citation

Journal article (print or electronic)

Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. *Journal name – italicized, Volume – italicized*(Issue or number), Page number(s).

Journal article (journal retrieved online)

Author(s) of journal article – family name and initials, use & for multiple authors. (Year of publication). Title of journal article. *Journal name – italicized, Volume – italicized*(Issue or number), Page number(s). Retrieved from <http://www.xxxxx>

Reference Type	In-text Examples	Reference List Example
Journal with one author	(Roy, 1982)	Roy, A. (1982). Suicide in chronic schizophrenia. <i>British Journal of Psychiatry, 141</i> , 171-177.
Journal with more than one author	(Baldwin, Bevan, & Beshalske, 2000)	Baldwin, C. M., Bevan, C., & Beshalske, A. (2000). At-risk minority populations in a church-based clinic: Communicating basic needs. <i>Journal of Multicultural Nursing & Health, 6</i> (2), 26-28.
Electronic source that is an exact duplicate of printed material but was read electronically	(Knowles, 1999)	Knowles, E. S. (1999). Distance matters more than you think! An artifact clouds interpretation of Latane, Liu, Nowak, Bonevento, and Zheng's results [Electronic version]. <i>Personality and Social Psychology Bulletin, 25</i> , 1045-1048.
Electronic source that is only available electronically	(Nelson, Westhues, & MacLeod, 2003)	Nelson, G., Westhues, A., & MacLeod, J. (2003, December 18). A meta-analysis of longitudinal research on preschool prevention programs for children. <i>Prevention & Treatment 6</i> , Article 31. Retrieved December 2, 2004, from http://journals.apa.org/prevention/volume6/pre0060031a.html

Lecture Notes

Elements of the citation

Name of author(s) or the institution responsible, use & for multiple authors. (Year of publication). *Title and subtitle of publication – italicized*, Name of institution, Location of institution.

Reference Type	In-text Examples	Reference List Example
Lecture notes - print	(Johnson, 2008)	Johnson, A. (2008). <i>Week three: Foucault</i> [PowerPoint slides]. Unpublished manuscript, BESC1001, University of Queensland, St Lucia, Australia. List name of city, state and country. Do not include state if listed in university name.

Newspaper and Magazine Articles

Elements of the citation

Author(s) of article – family name and initials, use & for multiple authors. (Year of publication, month day). Title of article. *Title of newspaper – italicized*, p. page number(s).

Reference Type	In-text Examples	Reference List Example
Newspaper article with author	(Cook, 2002)	Cook, D. (2002, January 28). All in the mind. <i>The Age</i> , p. 8. Precede page numbers with p. or pp.
Newspaper article, no author	(Meeting the needs, 2001)	Meeting the needs of counselors. (2001, May 5). <i>The Courier Mail</i> , p. 22.
Magazine article	(Marano, 2008)	Marano, H. E. (2008, March-April). Making of a perfectionist. <i>Psychology Today</i> , 41, 80-85.
Electronic newspaper or magazine article	(Sandy, 2009)	Sandy, A. (2009, January 22). Cheaper to fly than hire a bike in Brisbane. <i>The Courier Mail</i> . Retrieved from http://www.news.com.au/couriermail/

Personal Communication

Reference Type	In-text Examples	Reference List Example
Personal communication – letters, memoirs, telephone conversations, etc., with the author	L. R. Brown (personal communication, October 20, 1987) said . . .	Such references do not appear in the reference list.

Secondary Source/Indirect Citation

Elements of the citation

A secondary source or indirect citation is when the ideas of one author are published in another author's text but you have not read or accessed the original author's work. In the References List provide the details of the work you have read.

Reference Type	In-text Examples	Reference List Example
Secondary source or indirect citation	<p>Brown (as cited in Smith, 1985) stated that . . .</p> <p>OR</p> <p>A recent study (Johnson, 1984, as cited in Smith, 1987) points out . . .</p>	Only the source where you found the material is listed.

Webpages

Elements of the citation

Author(s) of page – person or organization, use & for multiple authors. (Year page created or revised). *Title of page – italicized*. Retrieved from web address. Do not include retrieval date unless the material may change over time (e.g., Wikis).

Reference Type	In-text Examples	Reference List Example
Webpage – with author	(Atherton, 2005)	Atherton, J. (2005). <i>Behaviour modification</i> . Retrieved from http://www.learningandteaching.info/learning/behaviour_mod.htm
Webpage – no author	(Behaviour modification, 2007) Use title instead of author name	<i>Behaviour modification</i> . (2007). Retrieved from http://www.educational-psychologist.org.uk/behaviour.html
Webpage – no date	(Society of Clinical Psychology, n.d.)	Society of Clinical Psychology. (n.d.). <i>About clinical psychology</i> . Retrieved from http://www.apa.org/about/division/div12.aspx
Webpage – corporate author	(Queensland Health, 2009) OR As stated by Queensland Health (2009),	Queensland Health. (2009). <i>Sun safety and physical activity</i> . Retrieved from http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_ap.asp .
Image on a webpage	The image of the rash (Scarlet Fever Rash Picture, n.d.)	Scarlet fever rash picture [Image] (n.d.). Retrieved from http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html

Other Internet Sources

Elements of the citation

Author. (Year, month day). *Title*, [Type of media]. Retrieved from Web address

Reference Type	In-text Examples	Reference List Example
Podcasts	(Al Zaabi & Bjarnesen, 2006)	Al Zaabi, M. (Producer), & Bjarnesen, T. (Presenter). (2006, November 7). <i>Diabetes in the elderly</i> [Audio podcast]. Retrieved from http://www.abc.net.au/hn/talks/
Email or personal communication	K.P. Miles (personal communication, August 6, 2008) OR (L.J. Henderson, personal communication, February 5, 2007)	Not included in reference list, only cited in text.
Message posted to a newsgroup, online forum or discussion group	(Winther, 2009)	Winther, M. (2009, January 14). <i>The unconscious is spirit</i> [Online forum comment]. Retrieved from http://groups.google.com/group/alt.psychology.jung/topics?Ink
Blog Post	(Reville, 2006)	Reville, L. (2006, September 5). <i>Where to find fundraising ideas</i> [Web log message]. Retrieved from http://nlrp.blogspot.com/
Email Discussion List – Web Archive	(Vuinovich, 2001)	Vuinovich, G (2001, April 4). <i>Report on malaria outbreak</i> [Electronic mailing list message]. Retrieved from http://www.hcmatters.org/VirtualListserv_Archives/HCM/Policy/2001/msg016.html

Video or DVD

Elements of the citation

Producer, A. A. (Producer), & Director, B. B. (Director). (Year). *Title of video or DVD – italicized* [Motion picture, DVD, etc]. Place of origin: Studio.

Reference Type	In-text Examples	Reference List Example
Video or DVD	(Smith, 2009)	Smith, S. (Producer). (2009). Excellence in teaching: Lesson planning [DVD]. Plainview, NY: Sunburst Media.

Examples for in-text citations and reference lists are taken from the following:

American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

The University of Queensland. (n.d.). *References/Bibliography APA: Based on the "Publication Manual of the American Psychological Association"*.