

# International Development Program

## Style and Formatting Rules

To be followed for all International Development Program (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 the core courses and in the focus (concentration) area courses. The following Focus (Concentration) Area course assignments must be aligned with correct IDP style and formatting rules:

1. Portfolio (IDAS597)
2. Field Practicum Report (IDAS680)
3. Synthesis Paper (IDAS635)
4. Specialization Essay (IDAS696)
5. Research Project Proposal & Report (IDAS697)

### Style vs. Format

Many students ask, “What is the difference between *style* and *format*”?

*Style* dictates matters related to in-text-references, and reference lists. APA style is used for IDP, and must be followed throughout the writing of academic papers.

IDP requires a certain *format* for all papers, and includes (1) margins and spacing, (2) placement of page numbers, (3) headings, (4) how to display tables and figures, (5) layout of table of contents and abstract.

### 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

1. The first line of each paragraph is indented 5-7 spaces.
2. The entire text of a block quotation is indented 5 spaces from the left margin.

### Alignment

Use a ragged right margin rather than a justified margin.

### Font

Times New Roman in 12 point *only*.

### Page numbers

The page numbers are centered at the *bottom* of the page, from abstract on through, without exception. Do not show a page number on the title page. Thus, page numbering starts with page number 2 (two) on the abstract, or first page of the assignment. Use numerals to number pages.

## **Spacing**

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

## **Title Page**

A cover or title page is required for each assignment. The cover page should be Times New Roman in 12 point. The title should be no more than 12 words. No abbreviations are allowed. Example found on page 20 of the IDP Student Policy Handbook.

## **Headings**

There are three levels of headings:

Level 1: centered, capitalized and boldface

Level 2: begins at the left margin, boldface, upper- and lowercase

Level 3: begins at the left margin, first word in uppercase (and proper nouns) in text type

For levels 2 and 3, the headings does not go past mid-page.

If there are two lines (or three) in a heading, they are single spaced.

## **Tables**

The preparation of tables requires care regarding spacing and arrangement of headings. Always refer in the text/narrative to all tables, and explain what the reader should look for. Each table should be self-explainable.

1. Use open tables.
2. Either double or single spacing may be used in creating visually appealing tables.
3. Tables are flush left.
4. Tables are numbered consecutively throughout the text with numerals: Table 1, Table 2 etc.
5. Titles of tables appear *above* the table. Titles should be italicized.
6. Three single spaces before and after tables.

## **Photographs and Maps**

Do not use photographs or maps in the body of the research project. If clearly relevant, they may be included in the appendix.

## **Illustrations**

Illustrations include graphs, charts, plans, and diagrams.

1. Titles of illustrations appear *below* and are italicized.
2. Illustrations are numbered Figure 1, Figure 2 etc.
3. Three single spaces before and after illustrations.
4. Illustrations are centered.
5. Figure 1 (or Figure 2 or Figure 3) is typed flush left and immediately followed on the same line by the caption (a brief descriptive phrase). The caption is italicized.

## **Table of Contents**

The table of contents *must* reflect the three levels of headings if used in the paper. Each successive level is indented three spaces. The title for this page is centered, upper case, bolded.

## **The Abstract**

The abstract is a brief, comprehensive summary of the contents of the document that will appear at the beginning of a paper. An abstract will be written for the final research project, and some core course assignments when specifically requested by the Instructor. The abstract is single spaced, and the title for this page is centered, upper case and bolded. Limit one page.

The abstract content should include the following:

Topic: a clear statement in one sentence if possible.

Purpose: a statement that describes the purpose of the study and scope of the paper.

Method: a brief description describing pertinent characteristics of the study, and methods used.

Sources: an indication of the published literature and/or personal observations involved.

Results: a report on the findings.

Conclusions: a statement of conclusions, implications, and applications.

## **Abbreviations**

Use the full term the first time you use it and immediately follow the abbreviation in parentheses.

Do not abbreviate *day, week, month, year*.

Plural form of abbreviations should have s added without apostrophe (Eds., vols.).

In citations, always abbreviate the first and middle names of authors.

## **Italics**

Italics should be used very sparingly. They are appropriate to use for foreign words, for indicating titles of journals and periodicals, books, films and videos in the text, for introduction of new key technical terms and labels 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". Use the active voice.

## Gendered Pronouns

Do not use gender pronouns when it's not necessary. To avoid the bias, you can paraphrase the sentence, use plural forms (*they* and *their*), replace the pronoun with an article (instead of *his* use *the*) or a noun (*person*, *researcher*, etc.).

## Numbered Lists

1. Bullet points are not accepted.
2. Short enumerations within sentences, 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.

3. However, lists that represent hierarchical or chronological order 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 non-depressed participants would make the following judgments of control:

1. Individuals who . . . [paragraph continues]
2. Non-depressed 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 or population size*, *scores* 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

Spell out any number that begins a sentence, title, or heading or reword it to use later in the sentence.

## 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.

## **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.

### **Block quotation**

A direct quotation of *forty words or more* should be treated as a block quotation which starts on a new line and it is indented a ½ inch from the left margin. Single-space the entire quotation.

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. Each source you cite in your paper should appear in the reference section of your paper and only the entries cited in your paper should be included. The "APA style" is an author-date style for citing and referencing information in assignments and publications.

- Your references should start from a new page.
- Reference lists should appear as one alphabetical list of the first author's surnames.
- If an item has no author, it is cited by the organization.
- 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.
- References should not be numbered.
- The first line of each entry is flush-left. Each additional line for the same entry is indented ½ inch (1.27 cm) from the left margin.
- Entries are single spaced, and double spaced between entries.
- One entry should *not* be split between two pages.

Note: the title of the page is centered, uppercase, and bolded.

### **APPENDIXES**

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 begins on a separate page (centered, bolded) and gives the letter and a title (in upper and lowercase letters).

## APA 6<sup>th</sup> Edition

### Book

#### Elements of the citation

Author(s) of book – family name and initials, *use & for multiple authors*. For place of publication, you should list the city and the state using the two letter postal abbreviation without periods.

Author, A. A. (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 (Allchin, 1979)</p> <p>OR</p> <p>Allchin (1979) compared reaction times . . .</p>	<p>Allchin, A. M. (1979). <i>The kingdom of love and knowledge</i>. London: Darton, Longman &amp; Todd.</p>
Two authors	<p>It is futile to maintain that the sexes are interchangeable (Moir &amp; Jessel, 1991)</p> <p>OR</p> <p>Moir and Jessel (1991) found students . . .</p> <p><b>Always list the authors in the order in which they appear in the publication.</b></p> <p><b>Cite both authors for each use of reference.</b></p>	<p>Moir, A., &amp; Jessel, D. (1991). <i>Brain sex: The real difference between men and women</i>. London: Mandarin.</p>

<p>Three to seven authors</p>	<p>O’Keefe, Bell, and Wyne (2009) found that . . .</p> <p>O’Keefe et al. (2009) found</p> <p>O’Keefe et al. found [Omit year from subsequent citations after first citation within a paragraph.]</p> <p>OR</p> <p>(O’Keefe, Bell, &amp; Wyne, 2009)</p> <p>(O’Keefe et al., 2009)</p> <p><b>Cite all authors the first time the reference appears; for all subsequent uses, cite last name of first author followed by “et al.”</b></p>	<p>O’Keefe, J. H., Bell, D. S. H., &amp; Wyne, K. L. (2009). <i>Diabetes essentials</i>. Sudbury, MA: Jones and Bartlett Publishers.</p>
<p>More than seven authors</p>	<p>Johnson et al. (2005) argue . . .</p> <p>OR</p> <p>It was argued that . . . (Johnson et al., 2005)</p> <p><b>Cite just the last name of the first author followed by “et al.” and year for the first and all other citations.</b></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 surnames and initials of the first six authors and use ellipse in places of the next author names and then provide the final author name.</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><b>Cite in the text the first few words of the title and the year.</b></p>	<p><i>The CCH Macquarie dictionary of business</i>. (1993). North Ryde, NSW: CCH Australia.</p>
Organization as an author	<p>1<sup>st</sup> citation (American Psychological Association [APA], 2009).</p> <p>Subsequent citations (APA, 2009).</p>	<p>American Psychological Association. (2009). <i>Title of document</i>. Retrieved from <a href="http://Web">http://Web</a> address</p> <p><b>Type out the full organization name for the reference list. When the same organization is listed as the author and the publisher, place the word, Author, in place of the publisher name.</b></p> <p>American Psychological Association. (2009). <i>Publication manual of the American psychological association</i> (6<sup>th</sup> ed.). Washington, DC: Author.</p>
Author identified as <i>Anonymous</i>	<p>(Anonymous, 1996)</p> <p><b>Use only if author is specifically named as “Anonymous”.</b></p>	<p>Anonymous. (1996). <i>Primary colors: A novel of politics</i>. New York, NY: Random House.</p>

<p>Authors with same last name</p>	<p>J. P. Lewis (2007) and R. Lewis (2005) also found</p> <p>OR</p> <p>(J. P. Lewis, 2007)</p> <p>(R. Lewis, 2005)</p> <p><b>Include first author's initials in all citations.</b></p>	<p>Lewis, J. P. (2007). <i>Fundamentals of project management</i>. New York, NY: American Management Association.</p> <p>Lewis, R. (2005). <i>Human genetics: concepts and applications</i>. Boston, MA: McGraw-Hill Higher Education.</p>
<p>Multiple works by the same author</p>	<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><b>Order chronologically from earliest in the Reference List.</b></p>
<p>Multiple works by the same author, published in the same year</p>	<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><b>Order alphabetically by title in the Reference List.</b></p>

<p>Book by an organization or institution (corporate author)</p>	<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><b>NIMH would be spelled out as National Institutes of Mental Health.</b></p>
<p>Different editions</p>	<p>(DeHart, Sroufe, &amp; Cooper, 1995)</p> <p>DeHart, Sroufe, &amp; Cooper (1995) state the idea that . . .</p>	<p>DeHart, G. B., Sroufe, L. A., &amp; Cooper, R. G. (1995). <i>Child development: Its nature and course</i> (4<sup>th</sup> ed.). Boston, MA: McGraw-Hill.</p> <p><b>The edition statement is placed after the title of the work. This is not necessary for a first edition.</b></p>
<p>Edited book</p>	<p>(Friedman &amp; Wachs, 1999)</p> <p>(Everson, 1991)</p>	<p>Friedman, S. L., &amp; Wachs, T. D. (Eds.). (1999). <i>Measuring environment across the life span: Emerging methods and concepts</i>. Washington, DC: American Psychological Association.</p> <p>Everson, S. (Ed.). (1991). <i>Psychology</i>. Cambridge: Cambridge University Press.</p>

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 <a href="http://www.springerlink.com/openurl.asp?genre=book&amp;isbn=978-3-540-79073-0">http://www.springerlink.com/openurl.asp?genre=book&amp;isbn=978-3-540-79073-0</a>  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  <b>Add the name of the provider of the electronic version in square brackets.</b>
Electronic-only book	(Stevens, n.d.)	Stevens, K. (n.d.). <i>The dreamer and the beast</i> . Retrieved from <a href="http://www.onlineoriginals.com/showitem.asp?itemID=332">http://www.onlineoriginals.com/showitem.asp?itemID=332</a>
The Bible	If 1st Bible citation: “Everyone should be quick to listen, slow to speak, and slow to become angry” (James 1:19, New International Version).  If 2 <sup>nd</sup> Bible citation from same version: “But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law” (Gal. 5:22-23).	Reference page: Do not include the Bible in the References.  In-Text citation: Titles of books of the Bible come first and may be abbreviated. Use a colon between the chapter and the verse reference. Include the version by full name but only in the first reference. Unless you introduce a different version, you won’t need to name the version again.

## 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. Proceedings from <i>Assessment and student learning: Collecting, interpreting and using data to inform teaching</i> . 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 <sup>nd</sup> 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 <sup>rd</sup> rev. ed.). Retrieved from <a href="http://www.oxfordreference.com/views/ENTRY.html?subview=Main&amp;entry=t88.e337">http://www.oxfordreference.com/views/ENTRY.html?subview=Main&amp;entry=t88.e337</a>

## Journal Article

### Elements of the citation

#### Journal article (print)

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 (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</i> , 141(3), 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 &amp; Health</i> , 6(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</i> , 25, 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 &amp; Treatment</i> , 6(31). Retrieved from <a href="http://journals.apa.org/prevention/volume6/pre0060031a.html">http://journals.apa.org/prevention/volume6/pre0060031a.html</a>

## 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.  <b>List name of city, state and country. Do not include state if listed in university name.</b>

## 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.  <b>Precede page numbers with p. or pp.</b>
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 <a href="http://www.news.com.au/couriermail/">http://www.news.com.au/couriermail/</a>

## 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 . . .	<b>Such references do not appear in the reference list.</b>

## 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	Brown (as cited in Smith, 1985) stated that . . .  OR  A recent study (Johnson, 1984, as cited in Smith, 1987) points out . . .	<b>Only the source where you found the material is listed.</b>

## 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 <a href="http://www.learningandteaching.info/learning/behaviour_mod.htm">http://www.learningandteaching.info/learning/behaviour_mod.htm</a>
Webpage – no author	(Behaviour modification, 2007)  <b>Use title instead of author name</b>	<i>Behaviour modification</i> . (2007). Retrieved from <a href="http://www.educational-psychologist.org.uk/behaviour.html">http://www.educational-psychologist.org.uk/behaviour.html</a>
Webpage – no date	(Society of Clinical Psychology, n.d.)	Society of Clinical Psychology. (n.d.). <i>About clinical psychology</i> . Retrieved from <a href="http://www.apa.org/about/division/div12.aspx">http://www.apa.org/about/division/div12.aspx</a>
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 <a href="http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_ap.asp">http://access.health.qld.gov.au/hid/SkinHealth/SunSafety/sunSafetyAndPhysicalActivity_ap.asp</a> .
Image on a webpage	The image of the rash (Scarlet Fever Rash Picture, n.d.)	Scarlet fever rash picture [Image] (n.d.). Retrieved from <a href="http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html">http://www.lib.uiowa.edu/hardin/md/dermatlas/scarletfever.html</a>

## 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 <a href="http://www.abc.net.au/hn/talks/">http://www.abc.net.au/hn/talks/</a>
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 <a href="http://groups.google.com/group/alt.psychology.jung/topics?Ink">http://groups.google.com/group/alt.psychology.jung/topics?Ink</a>
Blog Post	(Reville, 2006)	Reville, L. (2006, September 5). <i>Where to find fundraising ideas</i> [Web log message]. Retrieved from <a href="http://nlrp.blogspot.com/">http://nlrp.blogspot.com/</a>
Email Discussion List – Web Archive	(Vuinovich, 2001)	Vuinovich, G (2001, April 4). <i>Report on malaria outbreak</i> [Electronic mailing list message]. Retrieved from <a href="http://www.hcmatters.org/VirtualListserv_Archives/HCM/Policy/2001/msg016.html">http://www.hcmatters.org/VirtualListserv_Archives/HCM/Policy/2001/msg016.html</a>

## 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. (2009). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: Author.

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