

# Style Guide

For preparing assessments, research papers, and  
forum posts

Based on the Publication Manual of the American Psychological Association, Seventh Edition  
(2020)

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## Introduction

This style guide has been prepared as a guide for students enrolled in subjects with the National Institute for Christian Education (NICE). It outlines a selection of the main aspects of academic writing style that are relevant to, and must be found, in the presentation of papers for their courses. The Style guide is based on the *Publication Manual of the American Psychological Association, Seventh Edition (2020)*.

The guide contains three main sections:

1. **Editorial style:** which deals with general formatting issues such as punctuation, margins, and quotations.
2. **In text citations:** which outlines how to acknowledge references (journal articles, books, websites etc.) in the text of an assignment or research paper.
3. **Reference list:** which gives various examples of how to list references (journal articles, books, websites etc.) at the end of an assignment or research paper. Only literature that is referred to or mentioned in the body of the paper should be listed here.

## Spelling

Spelling (American, Australian, etc.) is **not prescribed**. Students are expected to choose the system that is most appropriate to them and **use it consistently**.

## Publication Manual American Psychological Association, 7<sup>th</sup> Ed.

Students may need to consult American Psychological Association (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). <https://doi.org/10.1037/0000165-000>

The most notable changes

<https://www.scribbr.com/apa-style/apa-seventh-edition-changes/>

### NOTE ABOUT THE STYLE USED IN TUTORIALS:

Please keep in mind that the tutorials in each subject are NOT necessarily in correct APA format. While we have tried to maintain correct APA for all references, the text and headings have been adapted for the look and feel of a webpage. Therefore, when saving as a pdf or printing, the format will not necessarily reflect the proper way you should set up an academic paper.

# Editorial Style

## Margins

**All margins** should be set at 25mm (top, bottom, left & right).

## Spacing

**Line spacing:** 1.5 all throughout the paper: including the title page, body of the document, references, appendices, footnotes, tables, and figures.

**After punctuation:** One space should be inserted after commas, colons, and semicolons within sentences. Hyphens, en dashes and em dashes have specific spacing requirements as outlined below.

## Punctuation: An overall guide.

### 1. Full Stop (Period)

#### *Abbreviations*

Use full stops in the following:

- Initials of names (e.g., A. P. Walker)
- Latin abbreviations (e.g., p.m., vs.)
- Reference abbreviations (e.g., pp. 10–12 and 2nd ed.).

Do not use full stops in the following:

- State names (e.g., NSW)
- Measurement abbreviations (except in. for inch) (e.g., km, min)
- Acronyms (e.g., CEO)

### 2. Comma

Use a comma:

- In a series of three or more items or authors. Note that a comma is inserted after the word immediately before the conjunctions *and* and *or* (e.g., red, green, or blue. Darwin, Sydney, and Melbourne).
- To separate the year from an exact date (e.g., 5 November, 1951 but note there is no comma for November 1951).
- In numbers greater than one thousand (e.g., 3,436).
- To separate the author and year when in text citations are included in or at the end of a sentence. For example: (Edlin, 1999).
- To separate two independent clauses when there is a conjunction between them. For example: The comma is placed after the first clause, and then there is a space left before the conjunction "and."

- With nonessential clauses (in a similar way to parentheses. E.g., although the declaration by NICE, for years now, has been that...).

### 3. **Semicolon**

Use a semicolon:

- Before a conjunctive adverb that appears mid-sentence to separate two independent clauses. For example, there are many APA rules; however, this guide only provides a relevant selection.

### 4. **Parentheses ( )**

Use parentheses:

- The first time an abbreviation is introduced. For example: The office for the National Institute for Christian Education (NICE) is located in Mulgoa.
- Acknowledging sources through in text citation of a direct or indirect quotation. For example: The concept of the non-neutrality and inherently religious nature of all educational philosophies (Edlin, 2014) intrigues many students. In particular, they are drawn to Strom's (2001) declaration that, "All of life is inter-related" (p. 111).
- Sparingly to separate supplementary information. (If a complete sentence is in parentheses, then the final punctuation must be within the parentheses.) If not, the punctuation is placed outside of the parentheses (if they contain only part of the sentence).
- Parentheses must NOT contain other parentheses. They must not be placed back to back or in sequence.

### 5. **Brackets**

Use square brackets:

- Within parentheses where commas cannot be used.
- When additional words are inserted in a quotation, or original word(s) are replaced by a different word, for clarification and flow. For example, "...in [Christ] are found all the treasures of wisdom and knowledge" (Colossians 2:3). In this case, "Christ" [the Messiah or anointed one] has replaced "him" to make the meaning clear in the new context.

### 6. **Slash**

Use a slash:

- For the in text citation of a republished work. For example: Byrne (1961/1989).
- To separate a numerator and denominator. For example: 23/47.

- To indicate *per* in units of measurement where a numerical value is given. For example: 80 km/hr.

Do **not** use a slash:

- To form the *and/or* conjunction. Replace “(a) and/or (b)” with “(a), (b) or both”.
- For comparisons. Replace “pass/fail criteria” with “pass-fail criteria”.

## 7. Hyphen, Minus Sign, En Dash and Em Dash

Use **hyphens** (-) in compound words only when necessary to save confusion. Some correct examples are: reentry, midterm, re-pair (as in pair again), repair (as in fix), post-1970, 2-minute intervals. In this case, there is no space before or after the hyphen.

For simple comparisons

A hyphen with a space before but not after is used for a negative value (e.g., -5.25).

A **minus sign** has a space on both sides (e.g. a - b).

Use an **en dash** (–) if the dash could be read as “to.” For example, Sydney–Canberra flight. The en dash is also used for page numbers when citing in text and in the reference list (pp. 13–17). There is no space before or after the en dash.

Use an **em dash** (—) to set off a phrase that adds to or briefly digresses from the main clause (e.g., We enjoyed all the flowers—roses, orchids and chrysanthemums—at Floriade last year.) There is no space before or after the em dash. **DO NOT OVERUSE.**

## 8. Capitalisation

Use capitals:

- The first letter of the first word of a sentence.
- The first letter of the first word of complete sentences after a colon or dash.
- For major words in book and article titles mentioned in the text (italics for book titles only).
- For proper nouns (e.g., University of Western Sydney, EDE520 Ways of Learning, **but not** if simply mentioning a directed reading course).
- For specific names of places, organisations, and things.
- For proper names and family relationships used as names (e.g., I posted Mother's letter to Uncle John).
- The names of God, other deities, religious figures, and holy books.
- Titles that precede names (Mayor Thomas, Queen Elizabeth).
- Nouns followed by numbers or letters. For example, Appendix A, Cycle 2).
- Days and months, names of holidays, **but not** seasons unless part of a title (e.g., the Spring Semester).

- Political parties, nations, nationalities, specific languages, historic periods, and events.

Do not use capitals:

- For denoting common parts of books and tables (e.g., row 5, chapter 4).
- For variables (e.g., intervention A).
- For descriptive titles that are not proper nouns (e.g., principal, board, board member, Christian education, mathematics, music—the one exception for subjects is English as it is the name of a language).

\*\*\*Note that in reference lists, only the first word, proper nouns, and the first word after a colon or dash are capitalised, except in the names of journals.

## 9. **Italics**

Titles of books mentioned in text, and book and journal titles and volume number in the reference list.

Use italics sparingly for:

- Scientific terms, or the first use of a new key technical term.
- Uncommon foreign words with translation following in square brackets.

## 9. **Quotation Marks**

Use double quotation marks for:

- The first use only of a word or expression that is ironic, invented, slang, and for linguistic examples.
- The title, in text, of an article or a chapter in a journal or book.
- Material quoted directly from another source. See “Examples of Quotations in Text” later in this booklet.
- For including the exact words from a test item or instructions.

Use single quotation marks to enclose words/phrases that are presented as quoted material within a direct quote.

Place full stops (and commas) within closing quotation marks. For example, the education of adults is known as “andragogy.”

Place parentheses, colons, and semi-colons outside closing quotation marks. For example, as Chris said, “NICE is a great choice for postgraduate study in Christian education” (NICE, 2015, p. 5); moreover, each student can develop robust academic writing skills.

Commas and full stops necessary for sentence punctuation are placed inside quotation marks.

Other punctuation marks are placed inside quotation marks if part of the quoted material.

## 10. Inclusive and Bias-free Language

Use the singular they or their instead of he or she.

Instead of using adjectives to label groups of people use descriptive phrases. For example, use people living in poverty instead of the poor.

Instead of broad categories, use precise age ranges. For example, use people in the age range of 65 to 75 years old instead of people over 65 years old.

## Footnotes in Text

Footnotes should be used rarely, if at all.

If used, footnotes should:

- Clarify information in the text, provide supplemental information (content footnotes), or note special copyright permissions that have been granted (copyright footnotes).
- Be brief and convey only one idea each.

Footnotes should **not** be used to cite the source of materials. Instead use in text references and a reference list.

### Formatting footnotes:

- Numbering should be consecutive throughout the document using superscript arabic numerals like this.<sup>1</sup> Note that the footnote number always comes after the punctuation. A closing parenthesis is placed after the footnote number.
- The actual notes should be either in the footer of each relevant page or combined in a list on the final page of the document (after the reference list).



# In Text References

## Quotations in Text

### 1. General

- Quotations should be reproduced word for word.
- Quotations should be cited (acknowledged) in the text by giving author and year.  
The page number(s) should also be included for direct quotes.
- In most cases, the full details of the source of the quote should be included in the reference list at the end of the document.

### 2. Short quotes (of less than 40 words) should be incorporated in the flow of the text. They are to be enclosed within double quotation marks. For example: It may be true that, for this generation of adult Christians, "the Christian mind has been so enfeebled by disuse that those who strive now to put it in to working order again feel like pioneers in a strange and virgin country" (Blamires, 1963, p. 69). The full stop is placed **after** the parentheses.

### 3. Long Quotes (of more than 40 words) should appear as a block quotation, prepared as follows:

- Start the quotation on a new line.
- All lines of the quotation should be indented 12 mm.
- The first line of additional paragraphs within the quotation should be indented 12 mm from the margin of the quotation.
- Omit quotation marks. The full stop is placed **before** the citation's first parenthesis.
- Use double quotation marks for quotes within the long quote.

### 4. Indirect quotes

At the end of the sentence:

Christ is Lord in art and literature too (Seerveld, 1995).

As part of the sentence:

In 1995, Seerveld wrote.....or Seerveld (1995) approaches art and literature...

## General Comments

Direct quotations must be exact copies for the source material. (*sic*) can be used to indicate any copied errors that are part of the source material.

The case (upper or lower) of the first letter of the first word of a direct quotation may be changed to fit or align with the text in which it is inserted.

Quotation marks that form part of a direct quote may be changed (double or single) to align with the required formatting for the quote in the text.

The first time a reference to a particular source is made it is identified in text by the author(s)—or editor(s)—and the date (and page numbers if a direct quote). But if the same source is referenced in the same paragraph it is acceptable to use only the name of the author or editor (or author et al., or editor et al.) provided there would be no confusion with any other source, and the author's name is not in parentheses (as in a citation at the end of a sentence). Note carefully the format of "et al." (a full stop is placed after the "al").

Use a three point ellipsis within a sentence...to indicate where superfluous material has been removed from a direct quote. Use a four point ellipsis if the missing material begins after the end of a sentence (i.e., This allows for the full stop and then the ellipsis....followed by words from the second sentence). Do **not** use an ellipsis at the beginning of a direct quote unless it serves to avoid a significant misunderstanding.

When referring to a discussion in a secondary source cite as follows: Smith and Jones's study (as cited in Bloggs, 2006)... The reference list entry should be under Bloggs, J. (2006).

In APA 7<sup>th</sup> Edition, the Bible is best understood as a book with no author. For an in-text citation where a verse is being referred to as part of the narrative the version of the Bible should be used as well as the full name of the biblical book. E.g. (*International Version*, 1983, Colossians 3:1). Any subsequent use can simply be the book, chapter and verse (Colossians 3:1), unless a different version of the Bible is referenced.

If there is **no author or editor** for a source, use the title, or the first few words of the title, in the in text reference. Use quotation marks for the title of an article, chapter, or webpage ("Unnamed site," 2019) and italics for a journal, book, brochure, or report (*Unnamed brochure*, 2019).

For **NICE Subject/Tutorial Notes** simply use author and date. That is, for example, if directly citing Tutorial 2 of *EDU501: Worldviews and Education Practice* use: (National Institute for Christian Education, 2020).

**Personal communications** (memos, letters, telephone conversations, face-to-face conversations) are cited in text only with no listing of them made in the reference list. For example, McCartin reports that one in four NICE applications are incomplete or contain errors when submitted to NICE (A. McCartin, personal communication, 9 October, 2000).

## Four examples where the same material is cited in text

*(Note the use of punctuation in each case).*

Education has been seen as “the handmaiden or midwife of catastrophe” (Counts, 1952, p. 28).

Counts (1952) wrote that education has been seen to be “the handmaiden or midwife of catastrophe” (p. 28).

A great American educator of the twentieth century, George Counts (1952), wrote:

To a very large degree, education was actually the handmaiden or midwife of catastrophe....Education may serve any cause....[It] may serve tyranny as well as freedom, ignorance as well as enlightenment, falsehood as well as truth, war as well as peace, death as well as life. It may lead men and women to think they are free even as it rivets upon them the chains of bondage. (pp. 28, 29, 36)

Education has not always been seen in a positive light.

To a very large degree, education was actually the handmaiden or midwife of catastrophe....Education may serve any cause....[It] may serve tyranny as well as freedom, ignorance as well as enlightenment, falsehood as well as truth, war as well as peace, death as well as life. It may lead men and women to think they are free even as it rivets upon them the chains of bondage. (Counts, 1952, pp. 28, 29, 36)

### **Author Variations in the Text**

- One author: Firstsurname (Year)
- Two authors: Firstsurname and Nextsurname (Year)
- Three to five authors:  
Use first Surname et al. in any discussion, and (First surname et al., Year) at the end of sentences. Use the date if there could be confusion with another similar source.
- More than five authors: Only mention the first author. For example, Firstsurname, et al. (Year)
- For references to more than one author in an end of sentence citation: Separate works with semi-colons and arrange in alphabetical order (Firstauthor, 2017; Nextauthor, 2019).
- For different authors with the same surname: Use their initials to distinguish them. For example, D. I. Smith (2011) and J. K. Smith (2007).

## Examples of in Text Citations—Author Variations

### *One Author*

Seerveld (1995) said... (first citation)

Seerveld said... (repeated citation in the same paragraph)

Within the paragraph after the first citation, many of his ideas were shared (Seerveld, 1995).

### *Two Authors*

Walsh and Middleton (1984) stated...

There was much excitement about the possible implications (Walsh & Middleton, 1984).

### *Three or more authors*

There was much discussion and debate as to the best way forward (Fowler et al., 1990).

According to Fowler et al. the most important... (Repeated citation in the same paragraph.)

Fowler et al. (1990) said... (First citation in subsequent paragraphs.)

### *Authors with the Same Surname*

F. Gouch (2003) and T. Gouch (2003)...

### *No Author or Editor*

It has been stated (*Education for Success*, 1947) that...

*Two works by one author:* Fennema (2006a) suggests.... This is further illustrated by Fennema's (2006b) example of...

# Reference List

## General Comments

- A reference list is placed at the end of a document and will normally cite only the sources that have been specifically referred to in the document. If evidence of wider reading is needed, a bibliography may be added. **Note:** all references in the reference list must have citations in the text.
- References are listed in alphabetical order according to the surname of the first author or editor of each source.
- References should be presented with a hanging indent.
- All authors are listed in the reference list; however, when there are twenty or more authors for a single source, include the first 19 authors' surnames and initials, then place 3 ellipsis points (...) before the last author's name. Do not use an ampersand (&).
- Personal communications are not listed in a reference list since they are not recoverable data.
- In a reference list, record only those references you have actually seen. Do not include references that you have found in another author's reference list or bibliography.
- If two or more publications by the same author appear in your reference list put, the earliest work first.
- If two works by one author were published in the same year, label the earlier one (a) (1999a), and the later one (b) (1999b), and so forth.
- Do not include the Bible and other classic literature in the reference list.

## Abbreviations

- Editor(s): (Ed.). (Eds.).
- Editions: (2nd ed.). (Rev. ed.).
- Page number(s): p. or pp. use an en dash.
- Where no date is given for a publication, use (n.d.).

## Books

General format:

Firstsurname,(space)Initial.(space)Initial., & Nextsurname,(space) Initial.(space)Initial.  
(Eds.). (Year of publication). *Title of the book* (2nd ed.). Publisher.

- Note: In the book title, only capitalise the first letter of the first word of the title, the first letter of the first word after a colon, and proper nouns.
- For a group author or organisation, write the name of the group or organisation in full, followed by a full stop.

- If the author and publisher are the same entity, use the word "author" as the name of the publisher.
- Omit the following terms from the publisher in the reference: Publishers, Co., and Ltd. Include Books and Press.

## Examples of References: Books

### Entire Book

Walsh, B. J., & Middleton, J. R. (1984). *The transforming vision: Shaping a Christian worldview*. InterVarsity Press.

Burggraaf, H., Semmens, C., Hanscamp, M., Oldman, P., Emery, D., Miller, J. & Beimers, G. (2014). *Transformational education: A framework for Christian teaching*. Mount Evelyn Christian School

### Subsequent Editions of a Book

Edlin, R. J. (2014). *The cause of Christian education* (4th ed.). Dordt College Press.

### Edited Book

Edlin, R. J., (2006). Inhabiting the mindfield: Why we think the way we do, and what to do about it. In R. J. Edlin & J. Ireland (Eds.), *Engaging the culture: Christians at work in education* (pp. 52-74). National Institute for Christian Education.

### Article or Chapter

Dickens, K., Hanscamp, M., Mustin, A., Parker, C., Stok, J. & White, T. (2015). A biblical perspective to understand: Understanding the unit in the light of the biblical story. In *Transformation by design: A curriculum development resource for Christian schools: The big picture* (pp. 43-57). National Institute for Christian Education.

### Group Author that is also the Publisher

National Institute for Christian Education. (2019). *Style Manual: For preparing assessments, research papers, and forum posts*. National Institute for Christian Education.

### Dictionary

*The Macquarie dictionary* (2nd ed.). (1991). The Macquarie Library.

## E-books

Gladwell, M. (2008). *Outliers: The story of success*. Springer. <https://doi.org/10.1007/9999992277>

Palmer, C. (2016). Ethics in sport and exercise research: From research ethics committees to ethics in the field. In B. Smith, & A. C. Sparkes (Eds.), *Routledge handbook of qualitative research in sport and exercise* (pp. 316–329). Routledge. <https://doi.org/10.1007/9999992299>

## Journals and Periodicals

(items published on a regular basis)

General Format:

- Firstsurname, Initial. Initial. (Year). Title of article. *Title of Journal*, Volumenumber(Issuenumber), Page numbers (use en dash)
- Magazines, newsletters, and newspapers. The month should be given for monthlies, and the month and day for weeklies. If the periodical uses a season with the year, put the year, a comma, and the season in parentheses (2008, Early Spring).
- For newspapers, use p. or pp. before the page numbers.
- Give the issue number in parentheses after the volume number only if each issue begins with page 1.
- Note: The volume number is in italics. The issue number is in normal text.

## Examples of References:

### Journals and Periodicals

#### Journal Article

Graieg, L. (2017). Who we are: Curriculum and identity. *Christian Teachers Journal*, 25(1), 26-29.

#### Complete Journal

Wilson, G. (Ed.). (2000). Conference edition: Something to think about. *Christian Teachers Journal*, 8(1).

#### Monthly Journal Article (website)

Pedagogy Company. (2007, February). *Monthly Education News*, 76(5), 78-85.  
<http://www.men.edu/cen/2006.pdf>.

#### Quarterly Magazine Article (paper copy)

Committed Christian College. (2017, December). Middle school report. *Leading Christian Education*, 4, 5-7.

#### Weekly Newspaper Article (paper copy)

Teach, I. (2018, February 3). Pedagogy and Christian education. *Sydney Morning Herald*, Sydney, p. 3.

#### Daily Newspaper Article (online database)

Teach, I. (2011, February 3). *Distinctives of Christian education*. Sydney Morning Herald.  
<https://www.smh.com.au/123456>

#### Online Periodical or Journal article

Horning, K. T. (2002). Discovering Linda Sue Park. *School Library Journal*, 3(3).  
<http://slj.reviews.com/index.asp?layout=article&articleid=CA225243>

### Non periodicals

(e.g., motion pictures, online forums, dissertations)

Examples are listed below of some of the main forms that you may come across. A general rule is to insert the media type or format in brackets or parentheses after the title before the full stop e.g., [brochure] or (Thesis).

## Examples of References: Non-periodicals and Books

### Brochure

Christian Education National. (2009). *Your school for your child is your choice for your child* (2nd ed.) [Brochure]. Christian Education National.

### Course/Subject Materials

National Institute for Christian Education. (2020). *EDU501 Worldviews and Educational Practice; Tutorial* [Subject Material]. National Institute for Christian Education.

### ERIC Document

Teach, I. (2007). *Parent/child communication in a Christian school environment*. (ED123456). ERIC. <https://files.eric.ed.gov/fulltext/ED123456.pdf>

### Theses and Doctoral Theses or Dissertations

Edlin, R. J. (1998). *Changing teacher attitudes: The efficacy of a preservice orientation program for teachers preparing to enter culturally diverse teaching environments* (Unpublished doctoral dissertation). University of Alabama.

### Dissertation (website)

Justins, C. (2002). *Christian Parent Controlled Schools—A study of the relationship between foundational values and prevailing practices* (Doctoral dissertation). <https://doi.org/10.4226/66/5a8e4ec64b7ae>

### Monograph

Sietsma, A. (1993). *A high challenge for tough times* [Monograph]. Christian Parent Controlled Schools.

### Audiovisual Media

Thompson, R. (Speaker). (2000). *The Bible in the belly of the school* [cassette recording]. Christian Parent Controlled Schools.

### Unpublished Conference Papers and Workshops

Dickens, K. (2000, September). *Triumphalism and the Christian school*. Paper presented at Issues 2000 Conference, Hoddesdon, UK.

### Encyclopedia (paper copy)

Allknowing, T. O. (Ed.). (2015). *New encyclopedia Britannica* (Vol. 8). Encyclopedia Britannica.

### Encyclopedia (web site)

Pedago, G. Y. (2007). Title of chapter or entry. In A. Editor (Ed.), *Britannica*. URL.

### Webpage

Goss, P. (2017, December 7). *How to achieve excellence in Australian schools: a story from the classroom*. <https://grattan.edu.au/news/how-to-achieve-excellence-in-australian-schools-a-story-from-the-classroom/>

United Nations Department of Economic and Social Affairs. (2016). Article 24 – Education. *Convention on the Rights of Persons with Disabilities (CRPD)*. <https://www.un.org/development/desa/disabilities/convention-on-the-rights-of-persons-with-disabilities/article-24-education.html>