

PSYCHOLOGY
POSTGRADUATE
ACADEMIC GUIDELINES
2023

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1. Introduction

1.1 Understanding the Nature of Postgraduate Studies

Postgraduate studies refer to a continuation of academic studies beyond undergraduate level. According to the NQF, all courses obtained at Level 8 and beyond are considered post-graduation qualifications. These include Honours degrees (including BPsych Equivalent), Post graduate certificates/diplomas, Masters Degrees and Doctoral degrees.

The National Qualifications Framework (NQF) Act (Act 67 of 2008) mandates the South African Qualifications Authority (SAQA) to develop policies and criteria for assessment, after consultation with the Quality Councils (QCs). This framework improves the coherence of the higher education system and facilitates the articulation of qualifications, thereby enhancing the flexibility of the system and enabling students to move more efficiently over time from one programme to another as they pursue their academic or professional careers (CHE, 2009).

The NQF sets boundaries, principles and guidelines which provide a vision, a philosophical base and an organisational structure for the construction of a qualifications system. Detailed development and implementation is carried out within these boundaries. All education and training in South Africa fits within this framework. In general, those who engage in postgraduate studies have already completed an undergraduate degree in a chosen discipline, e.g., Psychology. It is rare for students to undertake postgraduate studies in a specific academic discipline in which they have not already demonstrated a high level of academic competence at an undergraduate level.

A particular feature of postgraduate studies is that of research. As a first step in postgraduate studies, honours programs aim to broaden the research abilities of students with a view to preparing them for further postgraduate studies both at a Masters and Doctoral level. This paper will provide you with a quick guide of how you are supposed to structure and write

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all your academic papers, including research papers. It is also important to stress that in postgraduate academic writing, we make use of the APA (American Psychological Association) referencing system. It is in our knowledge that some institutions make use of the Harvard referencing system at undergraduate level.

1.2 NQF Level 8

- a. Scope of knowledge, in respect of which a learner is able to demonstrate knowledge of and engagement in an area at the forefront of a field, discipline or practice; an understanding of the theories, research methodologies, methods and techniques relevant to the field, discipline or practice; and an understanding of how to apply such knowledge in a particular context.
- b. Knowledge literacy, in respect of which a learner is able to demonstrate the ability to interrogate multiple sources of knowledge in an area of specialisation and to evaluate knowledge and processes of knowledge production.
- c. Method and procedure, in respect of which a learner is able to demonstrate an understanding of the complexities and uncertainties of selecting, applying or transferring appropriate standard procedures, processes or techniques to unfamiliar problems in a specialised field, discipline or practice.
- d. Problem solving, in respect of which a learner is able to demonstrate the ability to use a range of specialised skills to identify, analyse and address complex or abstract problems, drawing systematically on the body of knowledge and methods appropriate to a field, discipline or practice.
- e. Ethics and professional practice, in respect of which a learner is able to demonstrate the ability to identify and address ethical issues, based on critical reflection on the suitability of different ethical value systems to specific contexts.

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- f. Accessing, processing and managing information, in respect of which a learner is able to demonstrate the ability to critically review information gathering, synthesis of data, evaluation and management processes in specialised contexts in order to develop creative responses to problems and issues.
- g. Producing and communicating information, in respect of which a learner is able to demonstrate the ability to present and communicate academic, professional or occupational ideas and texts effectively to a range of audiences, offering creative insights, rigorous interpretations and solutions to problems and issues appropriate to the context.
- h. Context and systems, in respect of which a learner is able to demonstrate the ability to operate effectively within a system, or manage a system based on an understanding of the roles and relationships between elements within the system.
- i. Management of learning, in respect of which a learner is able to demonstrate the ability to apply, in a self-critical manner, learning strategies which effectively address his or her professional and ongoing learning needs and the professional and ongoing learning needs of others.
- j. Accountability, in respect of which a learner is able to demonstrate the ability to take full responsibility for his or her work, decision-making and use of resources, and full accountability for the decisions and actions of others where appropriate.

2. ACADEMIC WRITING

As a postgraduate student you are expected to engage in active learning by challenging, sharing and exploring knowledge and understanding within your subject area. At a postgraduate level you are expected to explore the many and varied theories and opinions expressed in multiple resources. You should aim to become an independent learner able to evaluate information in a sophisticated manner.

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Using information responsibly is key to learning, and your success depends on your ability to access and evaluate the opinions of others in the academic community. Your writing on a postgraduate level must demonstrate your ability to understand concepts thoroughly and to evaluate critically the academic voice of others. This means that you will need to interrogate the work of others in a respectful manner that adds to the intellectual effort and community.

You must reference all of the sources used in your paper and must do so each time you use them. Referencing is a requirement in academic writing and you will be asked to present a list of all the works and authors cited in your paper. It is essential that when you use other people's work and ideas, either directly or paraphrased, you have to cite the source in the body of your essay (in-text citation) and in the list of references at the end of the work. Using other people's ideas in any academic work without crediting, even when it is not a direct quote, is considered a form of academic dishonesty (**plagiarism**) and treated as fraud, whether intentional or unintentional. When it comes to citing your sources, being clear and consistent will help you to avoid plagiarism.

Presenting someone else's ideas is important for several reasons:

- By comparing and contrasting ideas, you can build and support your argument;
- Crediting sources helps to avoid plagiarism;
- Applying international standards will facilitate the dissemination of your essay;
- Referencing helps locate the source of your information for researchers.

2.1 General Format Instructions

Typing your paper aids you in clarifying your thoughts and also makes it easier for the lecturer to read and mark. For this reason you are required to type **all** your papers.

The academic/research paper should:

- have a Cornerstone cover page such as the one in Appendix A
- be typed on single sides of the paper, using double line spacing in Times New Roman (12 point) font,
- use a running header in the top left-hand of every page (as in this document),

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- use page numbers in the bottom right-hand corners (as in this document),
- left justification only, do not justify in the right hand margin,
- indent the first line of every paragraph,
- do not leave lines between paragraphs,
- include a table of contents
- do not underline or bold words for emphasis
- use APA 5 level headings
- the introduction appears alone on a page – the next paragraph will be on a new page
- the reference list starts on a new page
- each appendix starts on a new page

2.2 Generic structure of a paper

- **Introduction**
 - States where the paper is headed.
 - Sets the scene for your reader.
 - Should be a brief overview of that which follows in the body.
 - General Orientation.
 - General statements/Background information.
 - Reference to recent developments.
- **Body** Does not get a heading
 - Contains the facts and opinions and is the biggest part
 - Your argument or give details about the subject.
 - Provides evidence that supports your argument
- **Conclusion**
 - Never contains any new information
 - Provides a summary of the important points
 - Limitations and recommendations of the study

- Refer back to your introduction

3. Research policies

Academic Support and Supervision

Faculty provides research supervision and support for students in the honours programme. Research support begins with a Research Methodology module in the first year of study. The head of department assigns students completing research projects to faculty supervisors, who are responsible to guide students through the research process and insure that adequate research support is provided to them. Research supervision includes:

- Assisting students in defining a research topic and appropriate research methodology.
- Assisting students in identifying appropriate literature.
- Advising students in the development of a clear and supportable thesis statement.
- Providing students with feedback regarding the analysis of the literature and data, structure of their arguments and written presentation of their research.
- Monitoring and reporting student progress both for the students and relevant academic committees and/or personnel.
- Completing a final written assessment of the students' research project for review by the moderation and external examination processes.

3.1 Examination of Research

Student research proposals must be submitted to and approved by the Research and Ethics Committee of Cornerstone Institute before a student may commence with the remainder of the independent research project. During the approval process, the committee checks primarily for adherence to all ethical guidelines and protocols. The assigned research supervisors check

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criteria such as the suitability of the research project for the qualification, the suitability of the research methodology and the integrity of the proposed research.

Faculty supervisors bear primary responsibility for the assessment of research projects, but honours level research is also subject to internal and external moderation. Final assessment decisions are made by an examination committee, on the basis of recommendations by the faculty supervisor and the internal and external moderators.

3.2 Research Ethics

Cornerstone Institute (CI) students and faculty have a responsibility to familiarise themselves with those human rights that have a bearing on academic work. These include, but are not limited to: equality and non-discrimination, human dignity, privacy, freedom of opinion, freedom of expression, access to information, and just administrative action. Cornerstone Institute undertakes to work according to its core values by promoting and displaying integrity, respect, creativity and excellence in the research process. Supervisors and students carry the responsibility of being transparent by providing accurate and sufficiently detailed information and by being just and fair in giving others appropriate credit. Supervisors and students are to aspire to the highest degree of integrity in their research by complying with the highest standards of appropriate research methodology, acknowledging the limitations of their research and findings, making no misrepresentations in their findings, not fabricating any information and committing no form of plagiarism.

Data and information gathered should be available to interested parties without violating or undermining confidentiality. Researchers are accountable to the particular academic community and any other communities in which they participate. Therefore, they will consider potentially destructive consequences of their research on communities and will seek to avoid these consequences or put measures in place to reduce the risk of such consequences.

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Students and staff at Cornerstone Institute are responsible for taking into account other codes of ethics that are relevant to their work such as the codes of ethics of relevant professional bodies, scholarly societies and partner institutions.

4. ACADEMIC INTEGRITY

Students are expected to demonstrate academic integrity in all their assignments and exams. Academic integrity requires that one gives proper credit to one's sources and never represents someone else's work as one's own. Violation of academic integrity can take several forms, the primary ones being plagiarism and cheating, both of which will be treated with appropriate penalties.

4.1 Plagiarism

Plagiarism is committed when a person represents someone else's work as his or her own, whether unintentionally or deliberately. Whenever one quotes directly from another source or uses an idea or structure from another source, that source should be properly acknowledged through the use of quotation marks, reference notes, and bibliographical entries, as appropriate.

- Plagiarism that is deemed to be due to carelessness or negligence will be noted and will result in a lowered grade for the assignment.
- Plagiarism that is deemed to be an intentional attempt to deceive (e.g., copying from the Internet with no acknowledgement of the source) is a serious violation of academic integrity and will result in failure of the module.

5. FORMAT INSTRUCTIONS

5.1 Academic Assessment Checklist

The following table presents what must reflect in your academic paper/research paper. You can use this as your checklist before you submit any of your academic papers. A "good" paper generally reflects:

Academic Assessment Checklist
Content, Comprehension and Integration
<p>Definition of Key Concepts Did I adequately define the key concepts as they relate to the assessment?</p>
<p>Reference to Relevant Literature Is there evidence of further reading? Did I refer to a range of credible and relevant sources and examples?</p>
<p>Integration and Understanding Has the reading been appropriately integrated in the assessment? Did I clearly demonstrate understanding of the relevant literature?</p>
<p>Originality Did I show an ability to reflect upon the issue, concept and theory in a meaningful way? Did I demonstrate originality of thought/reasoning?</p>
<p>Critical Reasoning Did I present a logical and coherent argument to substantiate statements made in the assessment? Did I show the ability to reflect critically? Did I adequately demonstrate application of conceptual skills within the particular context of the assessment?</p>
<p>Layout and Presentation Have I completed the cover sheet, plagiarism declaration, and client consent form (where applicable)? Have I included a contents page, introduction, body, conclusion, and reference list? Did I make use of headings, and subheadings? Have I adhered to the prescribed word count? Did I do a spell, punctuation, and grammar check?</p>
<p>Structure Does my introduction adequately launch the topic to be discussed? Is there an overall sense of flow and direction? Are paragraphs well structured? Does my conclusion bring the assessment to a satisfying close?</p>
<p>Academic Writing Style Is my essay written in suitable academic language? Is the use of language appropriate for the subject area/audience?</p>
<p>References & Citation (recent, relevant, correct, concise) Did I apply correct APA format to referencing and in text citations? Have I provided a full reference list?</p>
<p>Application of Skills (if applicable)</p>

Did I show evidence of understanding the skills, techniques, and strategies appropriate to the assessment?

Did I adequately demonstrate the link between theory and practical application?

5.2 Comments on Writing Style

- You should strive to present your ideas clearly and logically. Be precise in your choice of words.
- Get to the point, this is a scientific paper and therefore wordiness is frowned upon.
- Do not use colloquialisms (informal language). This is a formal paper.
- Refrain from making over-generalisations. For example, “Since the dawn of time, man has been intrigued about”
- Academic papers are generally written in the third person. Although the use of personal pronouns is acceptable (e.g., we, our, I, my), they should be used judiciously: this is, after all, a formal paper. For example, both “The hypothesis for the experiment was . . .” (third person) and “Our hypothesis for the experiment was . . .” (first person), would be acceptable whereas “In my opinion . . .” would be unacceptable because of the shift in tone from formal to informal.
- The active voice is preferable to the passive voice. For example, it is preferable to say “Participants completed a questionnaire” (active voice) rather than “Participants were given a questionnaire” (passive voice).

5.3 Cover Page and Collation Formatting (see Appendix A)

- The running head is a shortened version of the title that is no more than 50 characters in length: this includes spaces, and punctuation. The running head is 1.27cm or ½ inch below the top edge of the page.

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- Typing: The text of the running head is typed in upper case. The running head occurs on all pages of the document including the title page. NOTE: For the title page only, the words "Running head:" precedes the text of the running head.
- When reporting a numerical value, present the numerical value as digits if the value is greater than or equal to 10. If the numerical value is less than 10, type the value as a word, unless it contains a decimal.
- Submit a single-sided copy of your paper for grading. Staple the paper once in the upper left-hand corner. Do not use folders or duo-tangs. Make a backup copy of your paper.

5.4 Headings format (APA 7th edition)

LEVEL	FORMAT
1	Centred, Boldface, Title Case Heading Text begins as a new paragraph.
2	Flush left, Boldface, Title Case Heading Text begins as a new paragraph.
3	Flush Left, Boldface Italic, Title Case Heading Text begins as a new paragraph.
4	Indented, Boldface Title Case Heading Ending With a Period. Paragraph text continues on the same line and continues as a regular paragraph.
5	<i>Indented, Boldface Italic, Title Case Heading Ending With a Period.</i> Paragraph text continues on the same line and continues as a regular paragraph

5.5 Examples of level headings

Research Methods and Statistics (Level 1)

Results (Level 2)

This section

***Descriptive statistics* (Level 3)**

This section presents descriptive statistics including mean and standard deviation

Inferential statistics (Level 4). In this section of the paper, inferential statistics in relation to hypotheses...

***Correlation* (Level 5).** This section

5.6 Running head (optional)

Formatting your paper so that the phrase “*Running head*” appears on only the first page.

–Microsoft Word 2007 and Microsoft Word 2010:

- On the *View* tab, select the *Print Layout* document view.
- Double click the header area of the document.
- On the *Header & Footer Tools Design* tab, in the *Options* group, select the check box for *Different First Page*.
- In the *First Page Header* box at the top of page 1, type *Running head:* and then your abbreviated title.
- Go to page 2 of your document and delete the phrase *Running head*.
- On page 1, *Running head* will remain in your first page header, and only your abbreviated title will appear on subsequent pages.

<http://www.apastyle.org/learn/faqs/running-head.aspx>

Formatting your paper so that the Title Page is numbered, page 1

–Microsoft Word 2007 and Microsoft Word 2010:

- Firstly, just insert page numbers normally
- Then go to the last page of your Assessment:
 - Page Layout
 - Breaks
 - Section Breaks
 - Next page
- Then go to your Title page
- Double click on the page number
- Insert
 - Page numbers
 - Format Page numbers
 - Click on “start at” and type in “1”

6. Referencing

6.1 In text referencing

Any piece of writing that is based on the work of others should include acknowledgement of the sources used. This acknowledgement is known as documentation. Documentation is necessary for two reasons. Firstly, credit should be given where credit is due. This is a matter of honesty. Students should not create the impression that the ideas or words expressed in their work are their own when they are actually somebody else’s. Secondly, documentation gives the reader an idea of the amount and kind of research the writer has done. This second reason is of particular importance to postgraduate students. Documentation enables the markers to see whether a student has done enough reading on the topic under discussion. It also shows them what kind of material the student has read and enables them to recommend other works that

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may give different facts or opinions. At Cornerstone for post graduate students we use the APA Referencing System. The following section is to present major APA referencing styles.

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Books	Special rule	In-Text Example Option A	In-Text Example Option B	Reference List Example
Single Author	Last name first, followed by author initials and date	Women and girls are increasingly at risk of becoming HIV positive due to biological vulnerabilities as well as unequal gender relations and other factors (Pollan, 2006)	According to Pollan (2006) women and girls are increasingly at risk of becoming HIV positive...	Pollan, M. (2006). <i>The omnivore's dilemma</i> . New York, NY: Penguin Group. Additional example: Kapp, J. A. (1991). <i>Children with problems: An orthopedagogical perspective</i> . Pretoria, South Africa: Van Schaik.
2 authors	List both authors by their last names followed by the date in-text each time you use them. Use the ampersand instead of "and" in the parentheses.	Woman play multiple roles in the family and counsellors should be aware of that gender stereotyping and discriminatory practices have been experienced by the client (Smaby & Maddux, 2011)	Smaby and Maddux (2011) suggest that woman play multiple roles...	Smaby, M. H., & Maddux, C. D. (2011). <i>Basic and advanced counseling skills: The skilled counselor training model</i> . Belmont, US: Brooks/Cole. Additional example: Kaufman, A. S., & Lichtenberger, E. O. (2002). <i>Essentials of WISC-III and WPPSI-R assessment</i> . New York, NY: Wiley & Sons.
3, 4 or 5 authors	List all the authors in the signal phrase or in parentheses the first time you cite the source. In subsequent citations, only use the first author's last name followed by "et al."	Social support is defined as including different aspects of relationships in which needs are met and individuals feel cared for, loved and valued (Meyer, Moore & Viljoen, 2002) Subsequent citations: (Meyer et al, 2022)	Meyer, Moore and Viljoen (2022) define social support as... Subsequent citations: Meyer et al. (2022)...	Meyer, W., Moore, C., & Viljoen, H. (2022). <i>Personology: From individual to ecosystem</i> (5th ed.). Johannesburg, South Africa: Heinemann.
6 or more authors	A work by 6 or more authors: Use the first author's surname followed by et al. in text. In the reference list, all the authors are listed.	Maintain double spacing throughout. The parenthetical citation should come after the closing punctuation marks (Angeli, et al., 2011).	Angeli, et al. (2011) suggest to maintain double spacing throughout.	Angeli, E. W., Lawrick, E., Moore, K., Anderson, M., Soderland, L., & Brizee, A. (2011). <i>General format</i> . New York, NY: McGraw-Hill

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Multiple works by same author in the same year	If you are using more than one reference by the same author published in the same year, organize them in the reference list alphabetically by the title of the article or chapter. Then assign letter suffixes to the year.	The burden of HIV/AIDS has not fallen evenly; the disease has hit the poor and marginalised hardest (Walker & Gilbert, 2002b)	Walker and Gilbert (2002a, p.75) suggest that social, economic and sexual realities in South Africa determine young African women are “The most susceptible to infection...”	Walker, L., & Gilbert, L. (2002a). African women at risk. Washington, DC: Sage. Walker, L., & Gilbert, L. (2002b). Treading the path of least resistance. Newbury Park, CA: Sage
No author	If there are no authors or editors, move the title to that position. In text, use a few words of the title (in italics), or the whole title if it is short, in place of an author name in the citation. Preferably though, find a different source as sources with no author are rarely good academic sources.	A similar study was done of students learning to format research papers (Psychological effects, 1999).	According to the Psychological effects (1999).	Psychological effects of cocaine and crack addiction: A survey of the psychological side of so-called “designer drugs”. (1999). Philadelphia, PA: Chelsea House.
No date	“n.d.” is used when no date is available	Over twenty years ago the Acquired Immune Deficiency Syndrome (AIDS) was first documented in the United States (Gottlieb, n.d.)	According to Gottlieb (n.d.) over twenty years ago the Acquired Immune Deficiency Syndrome (AIDS) was first documented in the United States.	Gottlieb, B. (n.d.). Social support strategies: Guidelines for mental health practice. Beverly Hills, CA: Sage.
Different Editions	An edition number is placed after the title of the work - this is not necessary for a first edition.	To be a good writer “one must...” (Renton 2014, p.51)	Renton (2014) says that to be a good writer “one must...” (p. 51)	Renton, N. (2014). Compendium of good writing (3rd ed.). Milton, FA: John Wiley & Sons. Additional example Lerner, J. (2003). Learning disabilities: Theory, diagnosis and teaching strategies (9th ed.). Boston, MA: Houghton Mifflin.

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Article or chapter in a book	In a reference to a chapter in an edited book, invert the chapter authors' names but do not invert book editors' names.	When it comes to equalities and inequalities in health social class plays a fundamental role (Blaxter, 2022)	As discussed by Blaxter (1976)...	Blaxter, M. (2021). Social class and health inequalities. In C. Carter & J. Peel (Eds.), <i>Equalities and inequalities in health</i> (pp. 120-135). London, England: Academic Press.
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6.2 APA referencing style

(Journal Article)	Last name (s) first, followed by author initials and date	Women and girls are increasingly at risk of becoming HIV positive due to biological vulnerabilities as well as unequal gender relations and other factors (De Bruyn, 2018)	According to De Bryn (2018) women and girls are increasingly at risk of becoming HIV positive...	De Bruyn, M. (2018). Women and AIDS in developing countries. <i>Social Science and Medicine</i> , 2(2), 561- 571. Additional example: Lee, K., & Walsh, D. J. (2021). Extending developmentalism: Cultural psychology and early childhood education. <i>International Journal of Early Childhood Education</i> , 7, 71-91.
Article From an Online Periodical with DOI Assigned	Because online materials can potentially change URLs, a Digital Object Identifier (DOI), is an attempt to provide stable, long-lasting links for online articles. They are unique to their documents and consist of a long alphanumeric code.	Effective poster presentations (Brownlie, 2019)	Brownlie (2019) speaks about effective poster presentations	Brownlie, D. (2017). Toward effective poster presentations: An annotated bibliography. <i>European Journal of Marketing</i> , 41(11/12), 1245-1283. doi:10.1108/03090560710821161

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Article From Online with no DOI Assigned	Include the issue number if the journal is paginated by issue. If there is no DOI assigned and the reference was retrieved online, give the URL of the journal home page. No retrieval date is needed.	The need for belonging and safety literally creates new patterns of belief (Sillick & Schutte, 2016)	According to Sillick & Schutte (2016), the need for belonging and safety literally creates new patterns of belief.	Sillick, T. J., & Schutte, N. S. (2016). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. <i>E-Journal of Applied Psychology</i> , 2(2), 38-48. Retrieved from http://ojs.lib.swin.edu.au/index.php/ejap
Full text from an electronic database	When referencing a print article obtained from an online database provide appropriate print citation information formatted the same way as if it was a print citation. By providing this information, you allow people to retrieve the print version if they do not have access to the database from which you retrieved the article.	The ethical issues of the information age are as follows (Mason, 1986)	Mason (1986) highlights ethical issues of the information age	Mason, R.O. (1986). Ethical issues of the information age. <i>MIS Quarterly</i> , 10(1), 5-12 http://www.jstor.org/stable/248873 (this is not necessary but optional)
No author (Journal Article)	If the work does not have an author, cite the source by its title in the signal phrase or use the first word or two	South Africa has one of the highest HIV prevalence rates in the world (Living in an Age of HIV and AIDS, 2007)	The article "Living in an Age of HIV and AIDS" (2007) states that South Africa has one of the highest	Living in an Age of HIV and AIDS: Implications for Families in South Africa. (2007). <i>Nordic Journal of African Studies</i> , 16(2), 161-178.

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	in the parentheses. Titles of books and reports are italicized or underlined; titles of articles, chapters, and web pages are in quotation marks.		HIV prevalence rates in the world	
No page numbers	If there are no page numbers, the chapter or entry title is sufficient.	“The women of Africa are most vulnerable to the disease” (Human Science Research Council [HSRC] 2014, para. 6).	The Human Science Research Council [HSRC] suggest that “The women of Africa are most vulnerable to the disease” (2014, para 6).	Human Science Research Council. (2014, May 9). Women of Africa most vulnerable to vicious cycle of HIV/AIDS. Retrieved from Media Briefs 2004: http://www.hsrc.ac.za/Media_Release-208.phtml
Author is the organisation	If the author is an organisation mention the organisation when you cite the source the first time. If the organisation has a well-known abbreviation, include the abbreviation the first time the source is cited and then use only the abbreviation in later citations.	First Citation: A similar study was done of students learning to format research papers (American Psychological Association [APA], 2019). Second Citation: A similar study was done of students learning to format research papers (APA, 2019)	First Citation: According to the American Psychological Association (APA, 2019), ... Second Citation: According to the APA (2019), ...	American Psychological Association. (2019). Publication Manual of the American Psychological Association (6th ed.). Washington, DC: American Psychological Association.

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No date (Internet)	If there is no date given, use 'n.d.' in place of the date.	Social support is defined very broadly as wellbeing (Social support, n.d.)	The Webster's dictionary defines social support as (Social support, n.d.).	Social Support. (n.d.). In Webster's dictionary. Retrieved August 24, 2021, from http://www.websters-online-dictionary.org
Online encyclope dia or Dictionary	A citation of any online dictionary or thesaurus should include the following: <input type="checkbox"/> headword of the entry cited (in quotes) <input type="checkbox"/> title of the source (in italics) <input type="checkbox"/> date the dictionary or thesaurus was published, posted, or revised <input type="checkbox"/> full URL of the site (up to and including the file name) <input type="checkbox"/> date you accessed the dictionary	Social support is defined very broadly as wellbeing (Social support, n.d.)	The Webster's dictionary defines social support as (Social support, n.d.).	Social Support. (n.d.). In Webster's dictionary. Retrieved August 24, 2021, from http://www.websters-online-dictionary.org
Report from a private organisati on	The organization is the author. The word 'Author' is used as the publisher when the author and publisher are the same.	Guidelines for reporting and writing about people with disabilities (Research and Training Centre, 1993)	The Research and Training Centre (1993) suggests the following guidelines for reporting and writing about people with disabilities	Research and Training Centre on Independent Living. (1993). Guidelines for reporting and writing about people with disabilities (4th ed.). Melbourne, Australia: Author.

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Newspaper article	The specific date is included. Precede page number for newspaper articles with p. or pp.	In this way we see that the doctor was not a fault (Towers, 2020).	According to Towers (2020) the doctor was not at fault	Towers, K. (2020, January 18). Doctor not at fault: Coroner. The Australian, p. 3.
Online Newspaper article	Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.	HIV is the leading cause of death and disease among women of reproductive age worldwide (Jennings, 2021).	Recently Jennings, (2021) asserted that HIV is the leading cause of death and disease among women of reproductive age worldwide.	Jennings, N. (2021, August 03). HIV leading cause of death. IRIN PlusNews. Retrieved from http://www.plusnews.org/report.aspx?reportid=92135
Online Newspaper article – no author	The exact URL is helpful here because specific newsletter articles are difficult to locate. Alphabetize works with no author by the first significant word in the title.	HIV is the leading cause of death and disease among women of reproductive age worldwide (HIV leading cause of Death, 2021).	HIV leading cause of Death, (2021) asserted that disease among women of reproductive age worldwide...	HIV leading cause of Death. (2021, August 03). IRIN PlusNews. Retrieved from http://www.plusnews.org/report.aspx?reportid=92135
Website (but not a specific document on that site)	When citing an entire website, it is sufficient to give the address of the site in just the text.	Kids psych is a wonderful interactive website for children (http://www.kidspych.org).	Kids psych is a wonderful interactive website for children (http://www.kidspych.org).	Kids psych (n.d.). Retrieved March 15, 2010, from http://www.kidspych.org
Webpage with no author	When there is no author for a web page, the title moves to the first position of the reference entry. Articles found on the	("New Child Vaccine," 2021)	The new child vaccine recently got a funding boost ("New Child Vaccine," 2021)	New child vaccine gets funding boost. (2021). Retrieved June 23, 2022 from http://news.ninems.com.au/health/story_13178.asp

web, are not italicized in the reference entry and are not italicized but enclosed in quotations in the in-text citation, just like a newspaper or magazine article.

Website with no author, no year and no page numbers	Because there is no date and no author, your text citation would include the title (or short title) "n.d." for no date, and paragraph number (e.g., "Heuristic," n.d., para. 1). □	Heuristic is defined as involving or serving as an aid to learning, discovery, or problem-solving by experimental and especially trial-and-error methods ("Heuristic," n.d., para. 1).	"Heuristic" (n.d., para. 1) may be used in this case...	Heuristic. (n.d.). In Merriam-Webster's onlinedictionary (11th ed.). Retrieved June 23, 2013, from http://www.m-w.com/dictionary/heuristic
--	---	--	---	--

E Books	Use the following format if the book you are using is only provided in a digital format or is difficult to find in print. For books available in print form and electronic form, include the publish date after the author's name.	The post-traumatic stress disorder sourcebook states this... (Schiraldi, 2001)	In Schiraldi's book (2001) he speaks about post-traumatic stress as...	Schiraldi, G. R. (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [DX Reader version]. Retrieved from http://www.ebookstore.tandf.co.uk/html/index.asp
----------------	--	--	--	--

Postgraduate Academic Guidelines

Brochure	The organization is usually the author. The word ‘Author’ is used as the publisher when the author and publisher are the same.	Guidelines for reporting and writing about people with disabilities (Research and Training Centre, 1993)	The Research and Training Centre (1993) suggests the following guidelines for reporting and writing about people with disabilities	Research and Training Centre on Independent Living. (1993). Guidelines for reporting and writing about people with disabilities (4th ed.) [Brochure]. Melbourne, Australia: Author.
Conference paper abstract retrieved online	In many societies, women are expected to put the interests of their partners before their own (Liu, 2015)		According to Liu (2015) in many societies, women...	Liu, S. (2015, May). <i>Defending against business crisis with the help of intelligent agent based early warning solutions</i> . Paper presented at the Seventh International Conference on Enterprise Information Systems, Miami, FL. Abstract retrieved from http://www.iceis.org/iceis2005/abstract_2005htm .
Dissertation published	The interplay of development, women and HIV is explained in the following way (James, 2015 p.89)		James (2015 p. 89) addresses the interplay of development, women and HIV	James, K. (2015). <i>Rural development, women and HIV</i> . (Doctoral dissertation). Retrieved from http://www.ohiolink.edu/etd
Dissertation unpublished	Recommendations are made targeting lay counsellors, educators and support group facilitators working to effectively care for women living with (Smyth, 2014).		Smyth (2014) makes recommendations targeting lay counsellors, educators and support group facilitators	Smyth, L.D. (2044). A phenomenological inquiry into the lived experience of social support for Black South

working to effectively care for women living with HIV	African women living with HIV (Unpublished doctoral dissertation). University of Stellenbosch, South Africa
--	--

The American Psychological Association (APA) referencing style is the most widely used formatting and referencing style in the Social Sciences. This section of the paper will present a quick guide of the most recurring citation types with practical examples for both in-text citations and reference list. In general, a reference should contain the author name, date of publication, title of the work, and publication data. You can also visit APA’s website

<http://www.apastyle.org> or APA’s blog <http://blog.apastyle.org/>

As a Cornerstone Institute student, you have multiple resources you can use to find and present your references. First of all, lecturers of your department are willing to help you. Additionally, you can contact **Student Services** with any question you might have. You can contact us at 021 448 0050 / sdss@cornerstone.ac.za You can also get in touch via Funda learning and teaching platform. The APA Website has a comprehensive blog (<http://blog.apastyle.org/>) full of case by case examples and you can also look up the APA manual.

Dictionary	Follow the same rules as referencing a book.	Social support is defined very broadly as well-being (Merriam- Webster’s Collegiate Dictionary, 2005)	Merriam- Webster’s Collegiate Dictionary, (2005) defined it as...	<i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2005). Springfield, MA: Merriam-Webster
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6.3 Recently developed formatting styles

E-journal article

In-text citation.

Based on previous findings (Dahl-Michelsen & Solbraekke, 2014)...

Postgraduate Academic Guidelines

Dahl-Michelsen and Solbraekke (2014) argue that...

References. When available, always include digital object identifier (DOI). If the article is freely available, include the full URL. If the journal is only available via database, give the URL homepage of the database.

How to find a DOI? The DOI is typically located on the first page of the electronic journal article or it can be found on the database landing page for the article. It is a unique alphanumeric string assigned by a registration agency to identify content and provide a persistent link to the resource.

Author#1, Initial(s)., & Author#2, Initial(s). (Year). Title of article. *Title of Journal, Volume number*(Issue number), Pages. doi:xxx/xxxxx.xxxx.xxx

Author#1, Initial(s)., & Author#2, Initial(s). (Year). Title of article. *Title of Journal, Volume number*(Issue number), Pages. Retrieved from <http://database>

Dahl-Michelsen, T., & Solbraekke, K. N. (2014). When bodies matter: Significance of the body in gender constructions in physiotherapy education. *Gender & Education, 26*(6), 672-687. doi:10.1080/09540253.2014.946475

Dahl-Michelsen, T., & Solbrække, K. N. (2014). When bodies matter: Significance of the body in gender constructions in physiotherapy education. *Gender & Education, 26*(6), 672-687. Retrieved from <http://ebSCOhost.com>

Facebook / Twitter

Include the author's name as presented in the account and the full length tweet. Abbreviate the Facebook post if too long. Include [Twitter post] or [Facebook update] after the title.

In-text citation.

Psychology Board (2016) announced extended programmes in...

Postgraduate Academic Guidelines

Extended programmes were recently announced (Psychology Board, 2016).

References.

Author Screen Name. (Year, Month Day). Full post or truncated version if too long.

[Facebook update/Twitter post]. Retrieved from <http://xxxx.xxx>

South Africa Board. (2016, January 16). In 2016 we will produce more professionals in Cape Town, Value Added Psychology #BBSmallBiz. [Twitter post]. Retrieved from <https://twitter.com/Bordbia/status/689400395282558976>

Reference list: Format

A good reference list is varied in its type of research (dictionary and journal articles, monographs) and in authors used. As noted above, all sources, especially Internet sources, must be carefully evaluated as to their quality, as measured by their relevance, currency and credibility (For example, internet sources with no listed author are usually not good academic sources).

The word “references” is **centred** (typed in upper and lower case). Each new reference is left aligned, with the subsequent line of the entry indented 5-7 spaces (1.27cm or ½), and referred to as a **hanging indent**. The titles of books, journals and volume numbers are *italicised*.

Entries in a reference list are always placed in **alphabetical order** by the author’s surname. If there is no author listed, use the first major word in the title to determine alphabetical placement. **Do not number the entries in your reference list and do not use bullet points.**

In determining the year of publication, choose the last copyright year listed. If the book is a newer edition, use that year. Disregard years referred to as reprint years. If no year is shown, indicate so by using n.d. (no date) in the place of the year.

References

All lines after the first line of each entry in your reference list should be indented one-half inch from the left margin (see below).

Adamson, W., & Adamson, K. (1979). *A handbook for specific learning disorder*. New York, NY: Family Service Association of America.

–Authors' names are inverted -give the last name and initials:

Chitanga, J., & Chatikobo, P. H. (2005). Learning to Change the World. *Journal of Cornerstone Institute*, 13(7), 75-81.

–Alphabetized by the last name of the first author of each work.

–For multiple articles by the same author list the entries in chronological order, from earliest to most recent.

Piaget, J. (1929). *The child's conception of the world*. New York, NY: Harcourt Brace.

Piaget, J. (1952). *The origins of intelligence in children*. New York, NY: International Press.

–Present the journal title in full.

Pitcher, T. M., Piek, J. P., & Hay, D. A. (2003). Fine and gross motor ability in males with ADHD. *Developmental Medicine and Child Neurology*, 525 –535.

–Maintain the punctuation and capitalization that is used by the journal in its title.

–ReMAKE not REMAKE or Psychology Research & Practice not Psychology Research and Practice.

–Italicize titles of books and journals.

Postgraduate Academic Guidelines

Marvasti, A. B. (2004). *Qualitative research in sociology*. London, England: Sage.

–For titles, on capitalise first letter of the first word of a title and subtitle (and proper nouns)

Neuman, W. L. (2006). *Social research methods: Qualitative and quantitative approaches*. (6th ed.). Boston, MA: Pearson.

– Capitalise all major words in **journal** titles.

Morrison, G. M., & Cosden, M. A. (1997). Risk, resilience, and adjustment of individuals with learning disabilities. *Learning Disability Quarterly*, 43–60.

Take note of the changes in APA 7th edition

APA 7

References and in-text citations in APA Style

When it comes to citing sources, more guidelines have been added that make citing online sources easier and clearer.

The biggest changes in the 7th edition are:

1. **The publisher location is no longer included in the reference.**
 - Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change*. New York, NY: Simon & Schuster.
 - Covey, S. R. (2013). *The 7 habits of highly effective people: Powerful lessons in personal change*. Simon & Schuster.
2. **The in-text citation for works with three or more authors is now shortened right from the first citation. You only include the first author's name and "et al."**
 - (Taylor, Kotler, Johnson, & Parker, 2018)
 - (Taylor et al., 2018)
3. **Surnames and initials for up to 20 authors (instead of 7) should be provided in the reference list.**
 - Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., ... Lee, L. H. (2018).
 - Miller, T. C., Brown, M. J., Wilson, G. L., Evans, B. B., Kelly, R. S., Turner, S. T., Lewis, F., Lee, L. H., Cox, G., Harris, H. L., Martin, P., Gonzalez, W.

Postgraduate Academic Guidelines

L., Hughes, W., Carter, D., Campbell, C., Baker, A. B., Flores, T., Gray, W. E., Green, G., ... Nelson, T. P. (2018).

4. **DOIs are formatted the same as URLs. The label “DOI:” is no longer necessary.**
 - DOI: 10.1080/02626667.2018.1560449
 - <https://doi.org/10.1080/02626667.2018.1560449>
5. **URLs are no longer preceded by “Retrieved from,” unless a retrieval date is needed. The website name is included (unless it’s the same as the author), and web page titles are italicized.**
 - Walker, A. (2019, November 14). Germany avoids recession but growth remains weak. Retrieved from <https://www.bbc.com/news/business-50419127>
 - Walker, A. (2019, November 14). *Germany avoids recession but growth remains weak*. BBC News. <https://www.bbc.com/news/business-50419127>
6. **For ebooks, the format, platform, or device (e.g. Kindle) is no longer included in the reference, and the publisher is included.**
 - Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites* [Kindle version]. <https://doi.org/10.1007/978-90-481-2473-2>
 - Brück, M. (2009). *Women in early British and Irish astronomy: Stars and satellites*. Springer Nature. <https://doi.org/10.1007/978-90-481-2473-2>
7. **Clear guidelines are provided for including contributors other than authors and editors. For example, when citing a podcast episode, the host of the episode should be included; for a TV series episode, the writer and director of that episode are cited.**
8. **Dozens of examples are included for online source types such as podcast episodes, social media posts, and YouTube videos. The use of emojis and hashtags is also explained.**

Inclusive and bias-free language

Writing inclusively and without bias is the new standard, and APA’s new publication manual contains a separate chapter on this topic.

The guidelines provided by APA help authors reduce bias around topics such as gender, age, disability, racial and ethnic identity, and sexual orientation, as well as being sensitive to labels and describing individuals at the appropriate level of specificity. Some examples include:

9. **The singular “they” or “their” is endorsed as a gender-neutral pronoun.**
 - A researcher’s career depends on how often he or she is cited.
 - A researcher’s career depends on how often they are cited.

10. **Instead of using adjectives as nouns to label groups of people, descriptive phrases are preferred.**
 - The poor
 - People living in poverty
11. **Instead of broad categories, you should use exact age ranges that are more relevant and specific.**
 - People over 65 years old
 - People in the age range of 65 to 75 years old

APA Paper format

In the 7th edition, APA decided to provide different paper format guidelines for professional and student papers. For both types a sample paper is included. Some notable changes include:

12. **Increased flexibility regarding fonts: options include Calibri 11, Arial 11, Lucida Sans Unicode 10, Times New Roman 12, and Georgia 11.**
13. **The running head on the title page no longer includes the words “Running head:”. It now contains only a page number and the (shortened) paper title.**
 - Running head: THE EFFECT OF GOOGLE ON THE INTERNET
 - THE EFFECT OF GOOGLE ON THE INTERNET
14. **The running head is omitted in student papers (unless your instructor tells you otherwise).**
15. **Heading levels 3-5 are updated to improve readability.**

Mechanics of style

In terms of style, not much has changed in the 7th edition. In addition to some updated and better explained guidelines, there are two notable changes:

16. **Use only one space after a period at the end of a sentence.**
17. **Use double quotation marks to refer to linguistic examples (e.g. APA endorses the use of the singular pronoun “they”) instead of italics.**
 - APA endorses the use of the singular pronoun *they*
 - APA endorses the use of the singular pronoun “they”

Appendices

Appendix A: Cover page

UNDERSTANDING DIFFERENT WORLDVIEWS

A RESEARCH PAPER

In partial fulfilment
of the requirements in Worldviews
at
Cornerstone Institute

by
Taylor Bowers
19 February 2021

Appendix B: Tables and figures

Table A1 Example table appendix

Province	New students	Graduating students	Change
<i>Undergraduate</i>			
Limpopo	110	103	+7
KZN	223	214	+9
Western Cape	197	120	+77
Eastern Cape	134	121	+13
Gauteng	202	210	-8
Total	998	908	90

Source: Fictitious data, for illustration purposes only

Postgraduate Academic Guidelines

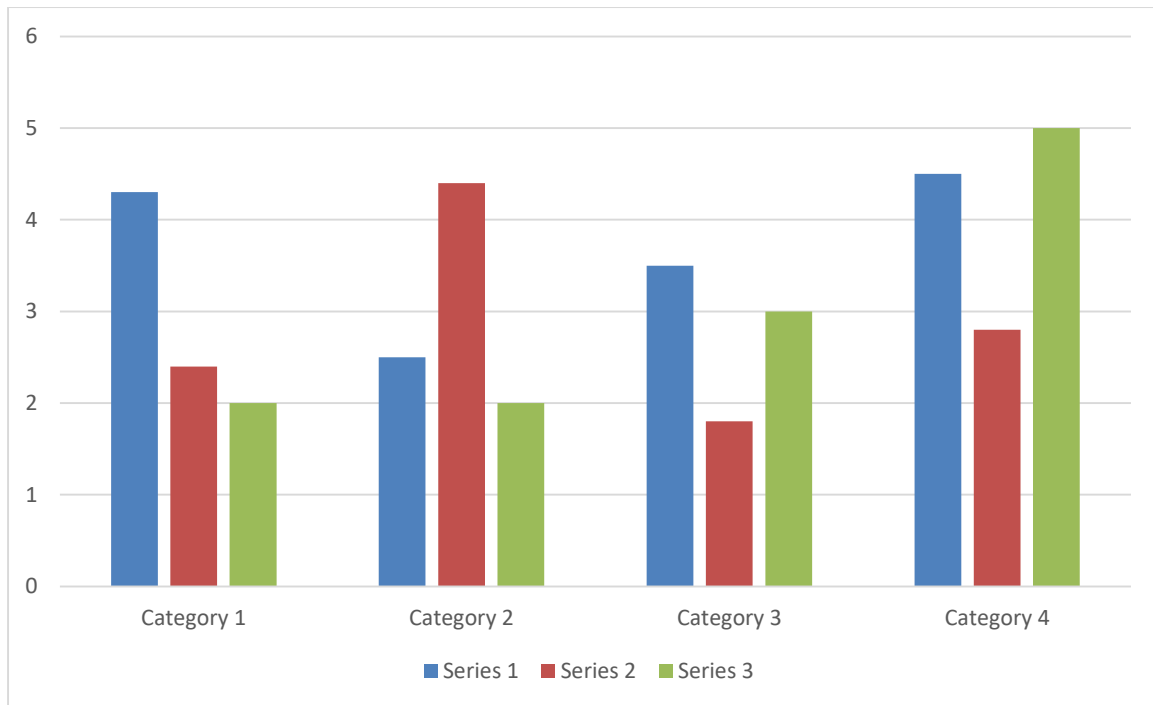


Figure A1. Example figure appendix (Author, 2018)

Appendix C: Marking rubric

MARKING RUBRIC					
INSIGHT AND REFLECTION	Excellent	Above Average	Average	Below Average	Unacceptable
CONTENT COMPREHENSION AND INTEGRATION <ul style="list-style-type: none"> ✓ Key concepts ✓ Literature ✓ Originality ✓ Critical Reasoning 	Excellent understanding demonstrating insightful and creative analysis	Good understanding of all key issues and wider implications with a convincing analysis	Sound understanding of basic principles and main issues with some evidence of analysis or synthesis	General knowledge demonstrated but analysis limited in depth and breadth	Key issues are not identified Poor analysis or none
Excellent <ul style="list-style-type: none"> • Full content comprehension • Integration of concepts and meaningful interaction with content 	More than 80	75 - 79	70 - 74	65 - 69	

Postgraduate Academic Guidelines

MARKING RUBRIC					
INSIGHT AND REFLECTION	Excellent	Above Average	Average	Below Average	Unacceptable
CONTENT COMPREHENSION AND INTEGRATION ✓ Key concepts ✓ Literature ✓ Originality ✓ Critical Reasoning	Excellent understanding demonstrating insightful and creative analysis	Good understanding of all key issues and wider implications with a convincing analysis	Sound understanding of basic principles and main issues with some evidence of analysis or synthesis	General knowledge demonstrated but analysis limited in depth and breadth	Key issues are not identified Poor analysis or none
Above Average <ul style="list-style-type: none"> Content reflects comprehension integration with some of the concepts interaction and development of thought 	75 - 79	70 - 74	65 - 69	60 - 64	55 - 59
Average Content reflects comprehension and integration but lacks interaction and development of thought	70 - 74	65 - 69	60 - 64	55 - 59	50 - 54
Below Average Content reflects very little comprehension and no integration or development of thought	65 - 69	60 - 64	55 - 59	50 - 54	45 - 49
Unacceptable <ul style="list-style-type: none"> Content is off topic, or irrelevant Long unorganized, or inappropriate content that is incomplete 		55 - 59	50 - 54	45 - 49	Less than 44