

## INTRODUCTION

IICP follows the **American Psychological Association (APA) Referencing and Formatting Style**, which is widely used in universities and third level colleges, in the social sciences, psychology, and education, and by publishers. The APA offers a small number of options within the Formatting Style and each Institute may make certain choices. The examples below show you how to use the APA style for IICP assignments.

The APA style requires references within the text, and a list of references at the end of your work. IICP students are encouraged to read widely and include a range of sources in assignments. **Lecture notes simply introduce a topic and are not to be quoted** in your assignments (because these are not publications/publicly available). Referencing means you acknowledge the contributions and work of others, including books, journal and newspaper articles, theses and dissertations, web sites etc (see Guide to Referencing). If you do not reference your sources you may be charged with plagiarism and your work can be failed (see Guide to Avoiding Plagiarism). Back up your work by saving it in more than one format, by using a memory stick, or by keeping a hard copy. For your own record, always put the date on various drafts or versions.

## ACADEMIC WRITING

### Use of passive voice

- Academic assignments should be written in the passive voice, for example:
- The author considers ... The writer contends ...
- The author considers that ... The writer is of the view that ...
- This learner (or researcher) has concluded that ...
- This author does not agree with ...

### Writing: Subjective assessments

Assignments such as journals, process assignments and process recordings, are written from a personal perspective, using the subjective voice.

- I feel that ... I believe ... I consider ... I learned that ...
- I consider ... I believe that CBT ... I am of the view that ...
- My current perception is that... My five (or whatever number of) years as a practising counsellor (or therapist or psychotherapist) have made me realise the importance of ...

### Writing: numbers:

- Numbers less than one hundred are spelled out: Thirty-nine.
- A number as the first word in sentence is spelled out regardless of its size: sixty-five.
- Hyphens are used with complex numbers: Twenty-three.
- When including a date, please do not use an apostrophe i.e. 1960s

### Writing: Presentation

- All written assignments should include:

- Font typed in black using size 12, Times New Roman font
- 1.5 line spacing
- right and left margins justified
- All pages numbered (bottom centre) except the 'Table of Contents' page.
- Indent each new paragraph
- The Table of Contents page should reflect the structure of your work and include any diagrams, graphs or appendices.

**PROOFREAD** to find any mistakes and typographical errors

**WORD COUNT:** Please include the word count on last page of assignments (before References). Word count has an allowance of 10% plus or minus. Please note that penalties are incurred if learners go under or over the allocated word count.