APA Research and Style Manual for NIS Grades 6-12

Basic APA Rules

- Arial or Times New Roman, size 12 font
- Double-space between all text lines within the body of the paper, including quotes of over 40 words and the Reference List
- Uniform margins of 1-inch (2.54 cm)
- Do not justify lines (align left)
- Indent the first line of every paragraph (use the tab key…do not space).
- Include a running header (may be differentiated for various teachers/subjects, but must include page number)

When Writing the Paper

- Capitalize major words in titles of books & articles within the body of the paper (capitalize all words of four letters or more)
- Use *italics* for titles of books, periodicals (journals, magazines and newspapers), films, videos, and TV shows within the body of the paper.
- Use quotes around the title of an **article** or **chapter** in a periodical or book when using the title of the article or chapter within the body of the paper
- Use a comma in a series of three or more items (example: in a study by McLellan, Clarke, and Ham…)
- Use numerals to express numbers 10 & above (12 cm wide). Write out numbers 0-9, except for numbers that represent time, dates, and ages (seven, 1 hr 34 min, 13 years old).
- **Don't have hanging sentences.**

Critical Sources – Source Analysis

- Choose your sources wisely. You want to use factual information that can be trusted. The IB says to use Wikipedia if you can verify the information: "The IB may use a variety of sources in its work and checks information to verify accuracy and authenticity, particularly when using community-based knowledge sources such as Wikipedia."

    - from https://www.ibo.org/globalassets/digital-tookit/brochures/effective-citing- and-referencing-en.pdf

- Three methods for evaluating sources are OPVL: Origin, Purpose, Value, and Limitation; the 5 Ws: Who, What, When, Where, and Why; and the CRAAP method: Currency, Relevancy, Authority, Accuracy, and Purpose.
- Use Google Scholar instead of Google to find authoritative sources.
- NIS tools to help you: WebPath Express, EBSCO Databases, and the library LibGuide.

In Text Citations

(these citations point the reader to which reference you used, found on the reference page)

- Include author(s) and year [if no author available, include title and year]

Examples:

Bratton (2018) demonstrated the correlation…
Rap lyrics can be analyzed to determine levels of societal angst (Bratton, 2018).
Energy demands are increasing ("Globalization of Energy Demand," 2010)

Quotations

-all information for this section comes from Purdue Online Writing Lab. *APA Changes 6th Edition.* Retrieved from https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/ apa_changes_6th_edition.html

If the quotation is less than 40 words, incorporate the quotation into the text and place quotation marks round the quotation. Cite the source immediately after the quotation and continue with the sentence:

Porter (1998) has stated that, "The internetworked classroom has the potential (not yet realized) to empower students" (p. 5), and this research project examines this potential.

If the quotation you are using falls at the end of the sentence, enclose the quotation with quotation marks without including the quotation's original punctuation. Here's a sentence as it appears in the original text:

"Semantic frames/domains represent one of the two major organizing principles for conceptual structure" (Croft & Cruse, 2004, p. 32).

Here's what the sentence looks like when quoted within a text:

In arguing for frame semantics, Croft and Cruse (2004) asserted, "Semantic frames/domains represent one of the two major organizing principles for conceptual structure" (p. 32).

If the quotation has more than 40 words, use a block quotation. Begin the quotation on a new line and indent a half-inch from the left margin. Double-space the entire quotation, and at the end of the quotation, provide citation information after the final punctuation mark:

John Nicholson (1820) anticipated this effect when discussing farming methods in the nineteenth century:

> Perhaps it would be well, if some institution were devised, and supported at the expense
>
> of the State, which would be so organized as would tend most effectually to produce a
>
> due degree of emulation among Farmers, by rewards and honorary distinctions
>
> conferred by those who, by their successful experimetnal efforts and improvements,
>
> should render themselves duly entitled to them. (p. 92)

APA References

- At the end of the paper – begin a new page for the reference list
- Use the title "References" not Bibliography or Works Cited
- Use the "Insert Citation" option under References in Microsoft Word to help create your Reference List
- List **all** the references in alphabetical order, in one list, regardless of whether they are books/websites/interviews/etc.
- Always indent (5 spaces) after the first line of a reference
- Do not number or bullet the references.
- Use the correct format for each type of source (see guides below)
- Capitalize only the first word, the first word after a colon, and proper nouns in **titles** of books and articles in References (different than in the paper).
- Italicize the name of the periodical, journal, magazine or newspaper and the volume number (if available) in References.
- Include the DOI (Digital Object Identifier – usually found on first page of article) or URL for all journal articles.
- Never add a period at the end of a URL
- **IB requires that you include your date of access with all online sources. This is NIS practice, but you will need to <u>manually</u> add it to your references.**

6th Grade Expectations

- Use EasyBib to help create your APA references and reference list
- Use Microsoft Word's "References" ⟶ "Insert Citation" to add references and create a reference list
- By the end of Grade 6 you are required to produce a reference list in full APA using the rules above and guidelines below
- Begin using in-text citations (this is an introductory/developing skill in 6th grade)
- Include at least one direct quote when appropriate, using in-text citation (this is an introductory/developing skill in 6th grade)
- When you paraphrase, make sure to cite your source using in-text citation (this is an introductory/developing skill in 6th grade)
- You should reference between 3 and 6 sources per assignment
- Verify information found on Wikipedia with other sources if using Wikipedia as a source
- Try to use a range of sources (books, websites and videos) in each reference list

7th Grade Expectations

- Use EasyBib to help create your APA references and reference list
- Use Microsoft Word's "References" ⟶ "Insert Citation" to add references and create a reference list
- In Grade 7 you are required to produce a reference list in full APA using the rules above and guidelines below
- Begin using in-text citations (this is a developing skill in 7th grade)
- Include at least one direct quote when appropriate, using in-text citation (this is a developing skill in 7th grade)
- When you paraphrase, make sure to cite your source using in-text citation (this is a developing skill in 7th grade)
- You should reference between 3 and 6 sources per assignment
- Verify information found on Wikipedia with other sources if using Wikipedia as a source
- Try to use a range of sources (books, websites and videos) in each reference list

8th Grade Expectations

- Use EasyBib to help create your APA references and reference list
- Use Microsoft Word's "References" ⟶ "Insert Citation" to add references and create a reference list
- In Grade 8 you are required to produce a reference list in full APA using the rules above and guidelines below
- Begin using in-text citations accurately (this is a developing/proficient skill in 8th grade)
- Include at least one direct quote when appropriate, using in-text citation (this is a developing/proficient skill in 8th grade)
- When you paraphrase, make sure to cite your source using in-text citation (this is a developing/proficient skill in 8th grade)
- You should reference between 4 and 7 sources per assignment
- Verify information found on Wikipedia with other sources if using Wikipedia as a source
- Use a range of sources (books, websites, journals and videos) in each reference list

9th & 10th Grade Expectations

- Use EasyBib to help create your APA references and reference list
- Use Microsoft Word's "References" ⟶ "Insert Citation" to add references and create a reference list
- In Grades 9 & 10 you are required to produce a reference list in full APA using the rules above and guidelines below
- Use in-text citations - matching pairs – everything in the reference list should have an in-text citation and vice versa - (this is a proficient/mastery skill in 9th & 10th grade)
- Include at least one direct quote when appropriate, using in-text citation (this is a proficient/mastery skill in 9th & 10th grade)
- When you paraphrase, make sure to cite your source using in-text citation (this is a proficient/mastery skill in 9th & 10th grade)
- You should reference between 5 and 10 sources per assignment
- Verify information found on Wikipedia with other sources if using Wikipedia as a source
- Use a range of sources (books, websites, journals and videos) in each reference list

11th & 12th Grade Expectations

- Use EasyBib to help create your APA references and reference list
- Use Microsoft Word's "References" ⟶ "Insert Citation" to add references and create a reference list
- In Grades 11 & 12 you are required to produce a reference list in full APA using the rules above and guidelines below
- Use in-text citations - matching pairs – everything in the reference list should have an in-text citation and vice versa - (this is a mastery skill in 11th & 12th grade)
- Include at least one direct quote when appropriate, using in-text citation (this is a mastery skill in 11th & 12th grade)
- When you paraphrase, make sure to cite your source using in-text citation (this is a mastery skill in 11th & 12th grade)
- You should reference between 5 and 10 sources per assignment
- Wikipedia should NOT be a source on your reference list
- Use a range of sources (books, websites, journals and videos) in each reference list

Referencing Guides (see the NIS library libguide online for more info)

Book with one author:

1. Author. (Last name, First Initial)
2. (Date of Publication).
3. *Title of book*. (Capitalize only the first word of the title & subtitle and any proper nouns)
4. City and state or country of publication:
5. Publisher.

McClellan, L. (2015). *Nanjing's very own ghosts.* New York, NY: Doubleday.

In-text citation: McClellan (2015, p. 7) or (McClellan, 2015, p. 7)
        *books need to have the page number(s) included inside the in-text citation

Book with more than one author (up to 7 authors):

1. Author, & Author. (Last name, First initial)
2. (Date of Publication).
3. *Title of book*. (Capitalize only the first word of the title & subtitle and any proper nouns)
4. City and state or country of publication:
5. Publisher.

O'Keefe, E.F., & Lassen, E. Jr. (2000). *Psychology: Two worlds*. London, England: Scholastic.

Book written in foreign language

Carle, E. (2013). *Die lkeine Raupe Nimmersatt* [The very hungry caterpillar]. München, Germany: Deutscher Taschenbuch Verlag.

Online reference work with no author

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from http://www.m-w.com/dictionary/heuristic

Periodicals (journals, magazines, newspapers, and newsletters)

1. Author, Author, & Author. (Last name, First initial.)
2. (Date of publication).
3. Title of article.
4. *Title of Periodical, volume,* (if available)
5. Page numbers. (include p. or pp. only if citing a newspaper article)
6. doi OR Retrieved from URL (no period at end)

    McClellan, L., Clarke, R., & Ham, K. (2017). Kids these days. *Journal of International Education, 14*, 11-13. doi:10.8675/3098-6138.67.5.309

    Bratton, K. (2018, January 3). Where have all the flowers gone? *Bayside High News*, p. 4. Retrieved on August 23, 2018, from http://www.baysidenews.org/editorial/8675309

    Bussières, E.-L., St-Germain, A., Dubé, M., & Richard, M.-C. (2017). Efficacité et efficience des programmes de transition à la vie adulte: Une revue systématique [Effectiveness and efficiency of adult transition programs: A systematic review]. *Canadian Psychology/Psychologie canadienne, 58,* 354–365. https://doi.org/10.1037/cap0000104

Online video

    Yale University. (Producer). (2010, April 14). *Globalization of Energy Demand* [Video file]. Retrieved on June 12, 2018, from http://www.youtube.com/watch?v=RJM7HLyzsCM

    In-text citation: Yale (2010) or (Yale, 2010)

TED Talk found on YouTube

    TED. (2013, March 1). Amanda Palmer: The art of asking [Video file]. Retrieved from https://www.youtube.com/watch?v=xMj_P_6H69g

    In-text citation: TED (2013) or (TED, 2013)

Subject Specific Writing – Mathematics

Subject Specific Writing – Sciences

Subject Specific Writing – Language A

Subject Specific Writing – Humanities

Subject Specific Writing – Music

All information taken from the APA Style Blog: https://blog.apastyle.org/

Musical Scores
Basic reference for music scores:
Composer, A. A. (Date). *Title of work*. Location: Publisher.

Examples:
  Picker, T. (Composer), & McClatchy, J. D. (Librettist). (1995). Emmeline: *An opera in two acts* [Score and parts]. Mainz, Germany: Schott Helicon.

Text citation: (Picker & McClatchy, 1995)

If you're using something like a Dover reprint of an old score, there's no need to include the information about the original publishing company, but do include the original publication date:
  Haydn, F. J. (2001). *The creation.* Mineola, NY: Dover. (Original work published 1798)
Text citation: (Haydn, 1798/2001)

Your reference should contain only the information needed to help your reader find the source you used. Aside from composer, date, title, and location, most of the necessary information can be included in square brackets after the title. However, some classical composers' works are known by unique catalogue numbers, and these should be included as part of the title:

Mozart. W.A. (1970). *Die Zauberflöte* [The magic flute], K. 620 [Vocal score]. Munich, Germany: Becksche Verlagsbuchhandlung. (Original work published 1791)

Text citation: (Mozart, 1791/1970)

Recorded Music

Basic reference for recorded music:

Writer, A. (Copyright year). Title of song [Recorded by B. B. Artist]. On *Title of album*
        [Medium of recording]. Location: Label. (Date of recording)

Skills Needed by Grade

-create a bookmark
-organize bookmarks using Bookmark Manager
-use Word to create citations
-use Turnitin
-use bold, underline, center justification, etc.
-set margins
-set spacing
-create a running header
-create a table of contents in Word
-create graphs in Excel
-organize computer files into folders