



**APA Research and Style  
Manual for NIS  
Grades 6-12  
Updated Fall 2020**

# APA Style Guide

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# 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)

## Major New Changes

- Publisher location information is no longer needed with books.
- URL from databases like EBSCO and JSTOR are no longer included in citations. Use the DOI if available instead. **IB requires the URL and date accessed, so students will need to manually add this.**

## 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 in the titles – The Very Hungry Caterpillar; Harry Potter and the Chamber of Secrets)
- Use *italics* for titles of books, periodicals (journals, magazines and newspapers), films, videos, and TV shows within the body of the paper (*The New York Times*; *Thirteen Reasons Why*)
- 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 (“Kids These Days”)
- Use a comma in a series of three or more items (example: in a study by McLellan, Clarke, and Ham...)

## Numbers

- In the paper, use numerals to express numbers 10 & above (12 students). Spell out numbers 0-9 (zero, one, etc.)

Exceptions to the above number rules	Example
Times & Dates	1 hour 34 minutes  August 4  3 pm
Ages	7 years old  9-year-olds
Units of measurement	7 mm  3-mg dose
Ratios	3:1 ratio
Statistical or mathematical functions	divided by 3
Percentages	75%  30%-35%
Exact sums of money	1000 CNY
Fractions or decimals (except common fractions)	1.7  3.14
Scores and points on a scale	scored 4 on an 8-point scale
Percentiles and quartiles	the 2nd percentile, the 98th percentile  the 1st quartile
Numbers that begin a sentence, title, or heading <u>should be written out.</u>  (try to re-arrange the wording so this doesn't happen very often)	Twelve snowmen were built, but 11 melted.  Sixty percent of students were happy, but only 13% said they were very happy.
Common fractions should be written out	one fifth, two thirds

## General Guidelines for Reducing Bias

### Pronouns Matter

\*Use the terms people use to describe themselves (him, her, they, male, female, gender-fluid, etc.).

\*Use “they” for a person whose gender is unknown or irrelevant. Do not use “he or she,” “he/she,” or “(s)he.”

### Describe People in Human Terms

\*Use “person-first” language whenever possible. A “man with epilepsy” is preferable to “an epileptic” or “an epileptic man.”

\*Use adjectives to describe specific nouns or use descriptive noun phrases: “Asian people” or “enslaved people” instead of “slaves.”

### Relevance and Self-Identification

\*When describing differences between groups of people, focus on the qualities that are relevant. For instance, if sexual orientation is not a factor in your paper, there is no need to include that information.

\*Respect the language that people use to refer to themselves and understand that terms can and will change and evolve over time.

### Respecting Tradition

\*Capitalize not only the name of indigenous groups and peoples (e.g. Cherokee, Pacific Islander, Inuit, Quechua, Maori, Aboriginal Australians, etc.), but also most terms derived from indigenous culture (e.g. Oral Tradition, Elder, Vision Quest, etc.).

\*When writing about indigenous peoples, use the terms they call themselves.

\*Work closely with indigenous keepers of traditional knowledge to ensure that the knowledge is reproduced only with the permission of relevant indigenous stakeholders. For instance, in some indigenous cultures it is not permitted to take and reproduce photos of cultural sites without first receiving permission. Respect!

## In Text or Parenthetical 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)

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### Quotations

– If from a book, include page number. If from an online source without page numbers, you can count paragraphs (para. 7). If using a video, include a time stamp indicating when the quotation begins in the video: (Romero, 2019, 1:27).

-all information for this section comes from Purdue Online Writing Lab. *APA Changes 6<sup>th</sup> Edition*. Retrieved December 7, 2018 from [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/apa\\_changes\\_6th\\_edition.html](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. Here are some examples of how this can be done:

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.

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

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 tab once from the left margin. Do not use quotation marks. Double-space the entire quotation, and at the end of the quotation, provide citation information after the final punctuation mark:

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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 experimental efforts and improvements, should render themselves duly entitled to them. (p. 92)

### 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-toolkit/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](#), [JSTOR](#), and the library [LibGuide](#).



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### Developmental Rubric

	<b>Introductory - Grade 6</b>	<b>Developing - Grades 6, 7, &amp; 8</b>	<b>Proficient - Grades 8, 9, &amp; 10</b>	<b>Mastery - Grades 9, 10, 11, &amp; 12</b>
<b><i>In-Text Citations</i></b>	No in-text citations within document.	Some in-text citations in document, but with errors.	Some in-text citations used correctly, with corresponding references on the reference list.	In-text citations used correctly throughout the document, with corresponding references on the reference list.
<b><i>Paraphrasing</i></b>				
<b><i>Original Thought</i></b>	Few, if any, of the sentences/words are written in the student's voice. Most are exactly as written in the original text. Original author is not credited.	Some of the sentences/words are in the student's voice, others are exactly as written in the original text. Original author is credited with an in-text citation.	Most of the sentences/words are in the student's voice. The original author is credited with an in-text citation.	All of the sentences/words are in the student's voice, and original thought is shown. The original author is credited with an in-text citation.
<b><i>Understanding &amp; Accuracy of Information</i></b>	There is nothing to show that the student understands the information. No connections between ideas.	Some information is accurate, and the student shows some understanding of the material by making a few connections between ideas.	Most information is accurate, and student shows greater understanding of the material by making substantial connections between ideas.	All information is accurate. Information is clearly written and understandable, with comprehensive connections between the ideas presented.
<b><i>Direct Quotes</i></b>	Does not include quotation marks and/or in-text citations	Some quotations are written and cited correctly, but there are errors.	Most quotations are written and cited correctly.	Correctly formatted with in-text citations and references
<b><i>Range of Sources</i></b>	One or two kinds of sources, possibly including books and/or websites	At least three kinds of sources, possibly including books, websites, newspapers, and magazines	At least four kinds of sources, possibly including books, ebooks, websites, newspapers, magazines, interviews, and videos	Five or more kinds of sources, possibly including books, ebooks, websites, newspapers, magazines, journals, surveys, interviews, videos, and more
<b><i>Reference List</i></b>	Only contains URLs and/or titles of books. Does not follow APA guidelines.	Attempts to follow APA guidelines, but with many errors.	APA guidelines are mostly followed, with few errors.	APA guidelines are followed with minimal errors.



## APA References

See example paper at end of guide for examples

- At the end of the paper – begin a new page for the reference list
- Use the title **References** in bold and centered, not Bibliography or Works Cited
- You can use EasyBib and/or the “Insert Citation” option under References in Microsoft Word to help create your reference list – you will need to manually edit
- List **all** the references in alphabetical order, in one list, regardless of whether they are books/websites/etc.
- Always tab once after the first line of a reference if it runs longer than one line
- Do not number or bullet the references.
- Use the correct format for each type of source (see guides below)
- Capitalize only the first letter of 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 – example: The very hungry caterpillar).
- Italicize the name of the periodical, journal, magazine or newspaper and the volume number (if available) in References (example: *The New York Times*).
- Include the DOI (Digital Object Identifier – usually found on first page of article) **or** URL for all online sources, not both. The DOI is preferred.
- Never add a period at the end of a URL
- It’s ok to leave hyperlinks underlined and blue.
- **IB requires that you include your date of access with all online sources. This is NIS practice, but you will need to manually add it to your references if using automatic citation generators like EasyBib, copying a citation automatically created by an online program, or inserting citations using Microsoft Word.**

## Referencing Guides

See the [NIS library libguide](#) online for more info.

### Periodicals (journals, magazines, newspapers, newsletters, and blogs)

1. Author, Author, & Author. (Last name, First initial.)
2. (Date of publication).
3. Title of article.
4. *Title of Periodical, volume(issue)*, (if available)
5. Page numbers. (do not include p. or pgs, just the numbers)
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*(2), 11-13. doi:10.8675/3098-6138.67.5.309

Bratton, K. (2018, January 3). Where have all the flowers gone? *Bayside High News, A4*. Retrieved on August 23, 2018, from

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<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>

### **Journal Article (Section 10.1 of the APA Manual available in the library)**

Lachner, A., Backfisch, I., Hoogerheide, V., van Gog, T., Lachner, A., Backfisch, I., Hoogerheide, V., van Gog, T., & Renkl, A. (2020). Timing matters! Explaining between study phases enhances students' learning. *Journal of Educational Psychology*, 112(4), 841–853. Retrieved January 23, 2020, from <https://doi.org/10.1037/edu0000396>

### **Online Magazine Article (Section 10.1 of the APA Manual available in the library)**

Gander, K. (2020, April 29). COVID-19 vaccine being developed in Australia raises antibodies to neutralize virus in pre-clinical tests. *Newsweek*. Retrieved July 17, 2020, from <https://www.newsweek.com/australia-covid-19-vaccine-neutralize-virus-1500849>

### **Print Magazine Article (Section 10.1 of the APA Manual available in the library)**

Nicholl, K. (2020, May). A royal spark. *Vanity Fair*, 62(5), 56–65, 100.

### **Online Newspaper Article (Section 10.1 of the APA Manual available in the library)**

Roberts, S. (2020, April 9). Early string ties us to Neanderthals. *The New York Times*. Retrieved May 15, 2020, from <https://www.nytimes.com/2020/04/09/science/neanderthals-fiber-string-math.html>

### **Print Newspaper Article (Section 10.1 of the APA Manual available in the library)**

Reynolds, G. (2019, April 9). Different strokes for athletic hearts. *The New York Times*, D4.

### **Blog Posts**

Author, A. (Date published). Title of article. *Name of blog*. Retrieved date from URL

Ouellette, J. (2019, November 15). Physicists capture first footage of quantum knots unraveling in superfluid. *Ars Technica*. Retrieved May 9, 2020, from <https://arstechnica.com/science/2019/11/study-you-can-tie-a-quantum-knot-in-a-superfluid-but-it-will-soon-untie-itself/>

Parenthetical citation: (Ouellette, 2019)

Narrative citation: Ouellette (2019)

### **Comment on a Blog Post**

Username or real name of person who left comment. (Date of comment). Comment title or first 20 words of the comment [Comment on the blog post “Full title of post”]. *Name of blog*. Retrieved date from URL of comment or blog post

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joachimr. (2019, November 19). We are relying on APA as our university style format - the university is located in Germany (Kassel). So I [Comment on the blog post “The transition to seventh edition APA Style”]. *APA Style*. Retrieved December 20, 2020, from <https://apastyle.apa.org/blog/transition-seventh-edition#comment-4694866690>

Parenthetical citation: (joachimr, 2019)

Narrative citation: joachimr (2019)

### **Blog Post (Section 10.1 of the APA Manual available in the library)**

Rutledge, P. (2019, March 11). The upside of social media. *The Media Psychology Blog*. Retrieved March 11, 2020, from <http://www.pamelarutledge.com/2019/03/11/the-upside-of-social-media>

### **Brochure, Flyer, or Pamphlet**

Author, A. (Date). *Title* [Type of source]. Retrieved date from URL if found online

Cedars-Sinai. (2015). *Human papillomavirus (HPV) and oropharyngeal cancer* [Brochure]. Retrieved August 16, 2020, from <https://www.cedars-sinai.org/content/dam/cedars-sinai/cancer/sub-clinical-areas/head-neck/documents/hpv-throat-cancer-brochure.pdf>

Parenthetical citation: (Cedars-Sinai, 2015)

Narrative citation: Cedars-Sinai (2015)

## **Books and Reference Works (Books, ebooks, online dictionaries)**

### **Book or ebook 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. Publisher.

McClellan, L. (2015). *Nanjing's very own ghosts*. Doubleday.

In-text citation: McClellan (2015, p. 7) or (McClellan, 2015, p. 7)

\*books need to have the page number(s) where you found the information included inside the in-text citation *if it is a quote*

### **Book or ebook with more than one author:**

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)

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### 4. Publisher.

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

Number of authors	Parenthetical In-Text Citation	Narrative In-Text Citation
Two	(Palmer & Roy, 2018)	Palmer and Roy (2018)
Three or more	(Sharp et al., 2017)	Sharp et al. (2017)

In the reference list, write out the names of all of the authors unless there are 21 or more authors. If there are 21 or more authors, you write out the names of the first 19, then use an ellipsis (...) and then include the last/final author. Never rearrange the order of the authors!

McLellan, L., Bratton, K., Ham, K., Clarke, R., Dodge, A., Jacobson, G., Zhang, B., terBorg, S., Hau, O., Hwangbo, J., Lalonde, D., Lenk, A., Yuen, A., Beck, S., Bradley, K., Brown, S., Crème, R., Fischl, R., Keller, D.,...Romero, A. (2019). *How did we find the time to write this?* Broadbank Publishers.

### Group or Corporate Authors

National Institute of Mental Health. (2020). *Keeping sane while writing papers*. Retrieved on July 17, 2020, from <https://NIMH/8675309>

First in text citation: (National Institute of Mental Health [NIMH], 2020)

Subsequent in text citations: (NIMH, 2020)

First narrative citation: National Institute of Mental Health (NIMH, 2020)

Subsequent in text citations: NIMH (2020)

### Authors of the same name

Romero, A. [Andy]. (2019). A coach's perspective. *Journals of Basketball Coaching*, 4, 5-7. doi:10.8675/3098-6138.67.5.309

Romero, A. [Angela]. (2019, March 4). Living in China: Thoughts from a former student. *Luverne High School Newspaper*, p. 1. Retrieved on April 1, 2019, from <https://www.luvernehighschoolnewspaper.com/8675309>

In the reference list, alphabetize first by last name (as always), then by the first name.

In text citation: (Andy Romero, 2019) or Andy Romero (2019)

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### **Ebook**

Author, A. (date). *Title of book*. Retrieved on date from <http://xxxxxxxxxx> OR DOI

### **Books written in a foreign language** (keep the original capitalization in the original language)

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

### **Translated books**

Author, A. (1999). *Title of work* (T. Translator, Trans.). Publisher. Original work published year.

Romero, A. (2018). *I like big books and I cannot lie* (K. Bratton, Trans.). NIS. Original work published 2017.

In text citation: (Romero, 2017/2018).

### **Children's illustrated book with different author & illustrator** (Picture book)

Author, A. (Year). *Title* (I. Illustrator, Illus.). Publisher.

Bratton, K. (2020). *Rapping with Mr. B* (J. Barder, Illus.). Nanjing Press.

### **Children's illustrated book with same author & illustrator** (Picture Book)

Author, A. (Year). *Title* (I. Illustrator, Illus.). Publisher.

Barder, J. (2020). *Playing the harmonica is fun!* (J. Barder, Illus.). Nanjing Press.

### **Republished or anniversary edition of children's book**

Author, A. (Publication year of edition you used). *Title* (I. Illustrator, Illus.). Publisher. (Original work published YEAR).

Numeroff, L. J. (2007). *If you give a mouse a cookie* (F. Bond, Illus.). Laura Geringer Books. (Original work published 1985)

Sendak, M. (2012). *Where the wild things are* (M. Sendak, Illus.; 50th anniversary ed.). HarperCollins Publishers. (Original work published 1963)

In text or parenthetical citation: (Numeroff, 1985/2007; Sendak, 1963/2012)

Narrative citation: Numeroff (1985/2007) and Sendak (1963/2012)

**Online Dictionary** (“semantics” was the word that was looked up in the dictionary)

Merriam-Webster. (n.d.). Semantics. In *Merriam-Webster.com dictionary*. Retrieved January 4, 2020, from <https://www.merriam-webster.com/dictionary/semantics>

**Audiovisual Works (Films, videos, music, artwork, photographs, etc)**

**Films or movies**

Director, D. (Director). (Year). *Title of film* [Film]. Production company.

Fleming, V. (Director). (1939). *Gone with the wind* [Film]. Selznick International Pictures; Metro-Goldwyn-Mayer.

Paraphetical citation: (Fleming, 1939)

Narrative citation: Fleming (1939)

Provide the production company or companies. Separate multiple production companies with a semicolon like in the example.

**Film or movie in a language other than English**

Director, D. (Director). (Year). *Original title* [Translation of title in English] [Film]. Production company.

Alfredson, T. (Director). (2008). *Låt den rätte komma in* [Let the right one in] [Film]. Magnolia.

Paraphetical citation: (Alfredson, 2008)

Narrative citation: Alfredson (2008)

**TV series**

Executive producer, E. (Executive Producer). (Years the series aired). *Title of series* [TV series]. Production company.

Serling, R. (Executive Producer). (1959–1964). *The twilight zone* [TV series]. Cayuga Productions; CBS Productions.

Roddenberry, E., Roth, T., Duff, J., Stewart, P., Kadin, H., Goldsman, A., Chabon, M., & Kurtzman, A. (Executive Producers). (2020-present). *Star Trek: Picard* [TV series]. Secret Hideout; Weed Road Pictures; Escapist Fare; Roddenberry Entertainment; CBS Television Studios.

Paraphetical citation: (Serling, 1959–1964) and (Roddenberry et al, 2020-present)

Narrative citation: Serling (1959–1964) and Roddenberry (2020-present)

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### Episode of a TV show

Writer, W. (Writer), & Director, D. (Director). (Date episode aired). Episode title (Season number, Episode number) [TV series episode]. In Executive Producer, E. (Executive Producer), *Title of TV series*. Production company.

Favreau, J. (Writer), & Filoni, D. (Director). (2019, November 12). Chapter 1 (Season 1, Episode 1) [TV series episode]. In J. Favreau, D. Filoni, K. Kennedy, & C. Wilson (Executive Producers), *The Mandalorian*. Lucasfilm; Golem Creations.

Sherman-Palladino, A. (Writer & Director). (2018, December 5). All alone (Season 2, Episode 10) [TV series episode]. In A. Sherman-Palladino, D. Palladino, D. Gilbert, M. Shapiro, S. Carino, & S. Lawrence (Executive Producers), *The marvelous Mrs. Maisel*. Dorothy Parker Drank Here Productions; Picrow; Amazon Studios.

Parenthetical citations: (Favreau & Filoni, 2019; Sherman-Palladino, 2018)

Narrative citations: Favreau and Filoni (2019) and Sherman-Palladino (2018)

### Webinar (Section 10.12 of the APA Manual available in the library)

Kamin, H. S., Lee, C. L., & McAdoo, T. L. (2020). *Creating references using seventh edition APA Style* [Webinar]. American Psychological Association. Retrieved July 17, 2020, from <https://apastyle.apa.org/instructional-aids/tutorialswebinars>

### TED Talk

If the video was retrieved from the TED website:

Author, A. (Date). *Title* [Video]. TED Conferences. Retrieved date, year, from URL

Robinson, K. (2006, February). *Ken Robinson: How school kills creativity* [Video]. TED Conferences. Retrieved May 26, 2020, from [http://www.ted.com/talks/ken\\_robinson\\_says\\_schools\\_kill\\_creativity.html](http://www.ted.com/talks/ken_robinson_says_schools_kill_creativity.html)

In-text citation of a quote: (Robinson, 2006, 15:45)

If the TED video was posted on YouTube and that's where you retrieved it (versus directly from ted.com):

TED. (Date). *Title|First Name Last Name of Speaker* [Video]. YouTube. Retrieved date, year, from URL

TED. (2019, November 13). *The danger of AI is weirder than you think | Janelle Shane* [Video]. YouTube. Retrieved January 29, 2020, from <https://www.youtube.com/watch?v=OhCzX0iLnOc>

In-text citation of a quote: (TED, 2007, 1:15)



## YouTube

Last Name, F.I. OR Username. (Date video was uploaded). *Title of video* [Video]. YouTube. Retrieved on date from URL

Wood, S. (2015, March 9). *What is Plagiarism?* [Video]. YouTube. Retrieved March 11, 2019, from <https://youtu.be/brooe7sufra>  
In-text citation: Wood (2015) or (Wood, 2015)

If the person's name is not known, use the name of the account that uploaded the video.

Nislibrary. (2019, January 15). *Panda Book Awards Books* [Video]. YouTube. Retrieved March 15, 2019, from <https://www.youtube.com/12345>  
In-text citation: Nislibrary (2019) or (Nislibrary, 2019)

## YouTube Channel

Last name, F.I. OR Username. (n.d.). *Section or tab name* [YouTube channel]. Retrieved on date from URL

APA Publishing Training. (n.d.). *Home* [YouTube channel]. Retrieved February 20, 2020, from <https://www.youtube.com/user/PsycINFO/>

Walker, A. (n.d.). *Playlists* [YouTube channel]. YouTube. Retrieved October 8, 2019, from <https://www.youtube.com/user/DjWalkzz/playlists>

Parenthetical citations: (APA Publishing Training, n.d.; Walker, n.d.)  
Narrative citations: APA Publishing Training (n.d.) and Walker (n.d.)

## Music

### Recorded Music

Basic reference for recorded music:

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

### Song or Track (Section 10.13 of the APA Manual available in the library)

Nirvana. (1991). Smells like teen spirit [Song]. On *Nevermind*. DGC.

### Musical score with composer and librettist

Composer, C., & Librettist, L. (Year). *Title* [Type of score]. Publisher. Retrieved date from URL if found online

Picker, T., & McClatchy, J. D. (1995). *Emmeline: An opera in two acts* [Study score]. Schott Music. Retrieved August 26, 2020, from <https://www.eamdc.com/psny/composers/tobias-picker/works/emmeline/>

Parenthetical citation: (Picker & McClatchy, 1995)  
Narrative citation: Picker and McClatchy (1995)



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Specify the type of score in square brackets (e.g., “[Musical score],” “[Piano score],” “[Vocal score],” “[Study score]”).

### **Musical score with composer and librettist, edited and republished**

Composer, C., & Librettist, L. (Year of republication). *Title* (E. Editor, Ed.). [Type of score]. Publisher. (Original work published year) Retrieved date from URL if found online

Gilbert, W. S., & Sullivan, A. (2012). *The Mikado in full score* (C. Simpson & E. H. Jones, Eds.) [Musical score]. Dover Publications. (Original work published 1885)

Parenthetical citation: (Gilbert & Sullivan, 1885/2012)

Narrative citation: Gilbert and Sullivan (1885/2012)

Specify the type of score in square brackets (e.g., “[Musical score],” “[Piano score],” “[Vocal score],” “[Study score]”).

### **Musical score with composer, republished**

Composer, C. (Year of republication). *Title* [Type of score]. Publisher. (Original work published year)

Haydn, F. J. (2001). *The creation* [Musical score]. Dover Publications. (Original work published 1798)

Parenthetical citation: (Haydn, 1798/2001)

Narrative citation: Haydn (1798/2001)

Specify the type of score in square brackets (e.g., “[Musical score],” “[Piano score],” “[Vocal score],” “[Study score]”).

### **Musical score with composer, in another language, republished**

Composer, C. (Year of republication). *Original title* [Title in English] [Type of score]. Publisher. (Original work published year)

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

Parenthetical citation: (Mozart, 1791/1970)

Narrative citation: Mozart (1791/1970)

## **Podcast**

Host, A. (Host). (Date of podcast). Title of episode (episode number if used) [Audio podcast]. In *name of podcast series*. Name of host site. Retrieved date from URL

Cornish, A. (Host). (2017, May 17). This simple puzzle test sealed the fate of immigrants at Ellis Island [Audio podcast]. In *All things considered*. NPR. Retrieved July 17, 2020, from <https://www.npr.org/2017/05/17/528813842/this-simple-puzzle-test-sealed-the-fate-of-immigrants-at-ellis-island>

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Vogt, P. J., & Goldman, A. (Hosts). (2019, June 27). Dark pattern (No. 144) [Audio podcast]. In *Reply all*. Gimlet Media. Retrieved July 17, 2020, from <https://gimletmedia.com/shows/reply-all/6nhgol/144-dark-pattern>

Parenthetical citations: (Cornish, 2017; Vogt & Goldman, 2019)

Narrative citations: Cornish (2017) and Vogt and Goldman (2019)

## Artwork

### Museum or on a museum website

Artist, A. (Date). *Title* [Medium or format]. Museum Name, Location. Retrieved on date from URL

For untitled artwork, include a description in square brackets in place of a title.

van Gogh, V. (1889). *The starry night* [Painting]. The Museum of Modern Art, New York, NY, United States. Retrieved on September 4, 2020, from [https://www.moma.org/learn/moma\\_learning/vincent-van-gogh-the-starry-night-1889/](https://www.moma.org/learn/moma_learning/vincent-van-gogh-the-starry-night-1889/)

Parenthetical citation: (van Gogh, 1889)

Narrative citation: van Gogh (1889)

### Art Exhibition

Curator, C. (Year or years). *Title of exhibition* [Exhibition]. Museum name, City, Country. Retrieved date from URL if viewed online

*Design for eternity: Architectural models from the ancient Americas* [Exhibition]. (2015–2016). The Met Fifth Avenue, New York, NY, United States. Retrieved October 31, 2020, from <https://www.metmuseum.org/exhibitions/listings/2015/design-for-eternity>

Martinez, J.-L., & Douar, F. (2018–2019). *Archaeology goes graphic* [Exhibition]. The Louvre, Paris, France. Retrieved October 31, 2020, from <https://www.louvre.fr/en/expositions/archaeology-goes-graphic>

Parenthetical citations: (*Design for Eternity*, 2015–2016; Martinez & Douar, 2018–2019)

Narrative citations: *Design for Eternity* (2015–2016) and Martinez and Douar (2018–2019)

When the curator is unknown, move the title of the exhibition to the author position of the reference.

## Infographic (Section 10.14 of the APA Manual available in the library)

American Psychological Association. (n.d.). *Data sharing* [Infographic]. Retrieved June 20, 2020, from <https://www.apa.org/pubs/journals/data-sharing-infographic.pdf>

## PowerPoint

### From a Classroom Website (Section 10.14 of the APA Manual available in the library)

Mack, R., & Spake, G. (2018). *Citing open source images and formatting references for presentations* [PowerPoint slides]. Canvas@FNU. Retrieved July 17, 2020, from <https://fnu.onelogin.com/login>

### PowerPoint slides available online

Author, A. (Date uploaded). *Title of slideshow* [PowerPoint slides]. Hosting site name. Retrieved date from URL

Jones, J. (2016, March 23). *Guided reading: Making the most of it* [PowerPoint slides]. SlideShare. Retrieved June 20, 2020, from <https://www.slideshare.net/hellojenjones/guided-reading-making-the-most-of-it>

Parenthetical citation: (Jones, 2016)

Narrative citation: Jones (2016)

## Image or Photograph

If placing an image in the paper, use a figure number, the title, and then the image. Below the image, include the attribution (citation) in the figure note. See example.

### Basic Format:

Creator, C. (Year). *Title of work* [Format]. Site name. Retrieved date from URL

### Image Without Author:

*Title of work* [Format]. (Year). Site name. Retrieved date from URL

### Figure 1

*Cologne Cathedral*



*Note.* From *Cologne Cathedral* [Photograph] by C. Larson, n.d., TripSavvy

<https://www.tripsavvy.com/guide-to-cologne-cathedral-1520181>

The reference for this photograph would be:

Larson, C. (n.d.). *Cologne Cathedral* [Photograph]. TripSavvy. Retrieved March 24, 2020, from <https://www.tripsavvy.com/guide-to-cologne-cathedral-1520181>

## Online Media (Twitter, Facebook, wepages, websites, etc)

### Twitter - Tweet

Name associated with the account [@Twitter handle]. (Date of post). *First 20 words of the tweet are the title* [Description of attached content] [Tweet]. Twitter. Retrieved on date from URL

APA Databases [@APA\_Databases]. (2019, September 5). *Help students avoid plagiarism and researchers navigate the publication process. More details available in the 7th edition @APA\_Style table* [Image attached] [Tweet]. Twitter. Retrieved on August 15, 2020, from [https://twitter.com/APA\\_Databases/status/1169644365452578823](https://twitter.com/APA_Databases/status/1169644365452578823)

Gates, B. [@BillGates]. (2019, September 7). *Today, it's difficult for researchers to diagnose #Alzheimers patients early enough to intervene. A reliable, easy and accurate diagnostic would* [Thumbnail with link attached] [Tweet]. Twitter. Retrieved on September 1, 2020, from <https://twitter.com/BillGates/status/1170305718425137152>

Simons, J. [@Jasper\_Simons]. (2015, March 18). *Do you like PsycINFO? Then learn about PsycTESTS from @APA here: http://tinyurl.com/mna327j* [Tweet]. Twitter. Retrieved on September 2, 2020, from [https://twitter.com/jasper\\_simons/status/578281883248816130](https://twitter.com/jasper_simons/status/578281883248816130)

Stella, T. [@studiotstella]. (2019, November 16). *My poster for "The Maltese Falcon" - 1941 by #JohnHuston #DashiellHammett #HumphreyBogart #MaryAstor #PeterLorre #SydneyGreenstreet #Noirvember* [Image attached] [Tweet]. Twitter. Retrieved on September 15, 2020, from <https://twitter.com/studiotstella/status/1195804569131003909>

Parenthetical citations: (APA Databases, 2019; Gates, 2019; Simons, 2015; Stella, 2019)

Narrative citations: APA Databases (2019), Gates (2019), Simons (2015), and Stella (2019)

- Provide the first 20 words of the tweet as the title. Count a URL, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.
- If the tweet includes an image, a video, a poll, or a thumbnail image with a link, indicate that in brackets after the title: [Image attached], [Video attached], [Thumbnail with link attached].

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### Twitter Moment

Name associated with the account [@Twitter handle]. (Date of post). *First 20 words of the post are the title* [Moment]. Twitter. Retrieved on date from URL

APA Style [@APA\_Style]. (2019, December 17). *What's new in the #7thEdition of #APAStyle* [Moment]. Twitter. Retrieved January 19, 2020, from <https://twitter.com/i/moments/1181218317408837633>

DeGeneres, E. [@TheEllenShow]. (2018, March 8). *Incredible women on The Ellen Show* [Moment]. Twitter. Retrieved January 17, 2020, from <https://twitter.com/i/moments/971819538411999232>

Parenthetical citations: (APA Style, 2019; DeGeneres, 2018)

Narrative citations: APA Style (2019) and DeGeneres (2018)

### Twitter Profile

Name associated with the account [@Twitter handle]. (n.d.). *Name of tab* [Twitter profile]. Twitter. Retrieved on date from URL

APA Style [@APA\_Style]. (n.d.). *Tweets* [Twitter profile]. Twitter. Retrieved January 15, 2020, from [https://twitter.com/APA\\_Style](https://twitter.com/APA_Style)

Jordan, M. B. [@michaelb4jordan]. (n.d.). *Tweets & replies* [Twitter profile]. Twitter. Retrieved January 9, 2020, from [https://twitter.com/michaelb4jordan/with\\_replies](https://twitter.com/michaelb4jordan/with_replies)

Parenthetical citations: (APA Style, n.d.; Jordan, n.d.)

Narrative citations: APA Style (n.d.) and Jordan (n.d.)

### Facebook Post

Name associated with the account. (Date of post). *First 20 words of the post are the title* [Description of attached content] [Post type]. Facebook. Retrieved on date from URL

News From Science. (2019, June 21). *Are you a fan of astronomy? Enjoy reading about what scientists have discovered in our solar system—and beyond? This* [Image attached] [Status update]. Facebook. Retrieved on July 17, 2020, from <https://www.facebook.com/ScienceNOW/photos/a.117532185107/10156268057260108/?type=3&theater>

Parenthetical citation: (News From Science, 2019)

Narrative citation: News From Science (2019)

- Provide the first 20 words of the post as the title. Count a URL or other link, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.

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- If a post includes images, videos, thumbnail links to outside sources, or content from another post (such as when sharing a link), indicate that in square brackets.
- Describe the post type (e.g., “[Status update],” “[Video]”) in square brackets after any description of attached content.

### Facebook

Name associated with the account. (n.d.) *Page title* [Facebook page]. Facebook. Retrieved on date from URL

National Park Service. (n.d.). *Home* [Facebook page]. Facebook. Retrieved January 12, 2020, from <https://www.facebook.com/nationalparkservice/>

Parenthetical citation: (National Park Service, n.d.)

Narrative citation: National Park Service (n.d.)

### Instagram

#### Photo

Name associated with the account [@Instagram handle]. (Date of post). *First 20 words of the post are the title* [description of post i.e. Photo or Video]. Instagram. Retrieved on date from URL

Philadelphia Museum of Art [@philamuseum]. (2019, December 3). *“It’s always wonderful to walk in and see my work in a collection where it’s loved, and where people are* [Photograph]. Instagram. Retrieved March 24, 2020, from <https://www.instagram.com/p/B5oDnnNhOt4/>

Parenthetical citation: (Philadelphia Museum of Art, 2019)

Narrative citation: Philadelphia Museum of Art (2019)

Provide the first 20 words of the post as the title. Count a URL, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.

#### Instagram Video

Name associated with the account [@Instagram handle]. (Date of post). *First 20 words of the post are the title* [description of post i.e. Photo or Video]. Instagram. Retrieved on date from URL

APA Public Interest Directorate [@apapubint]. (2019, June 14). *Male depression is serious, but many men try to ignore it or refuse treatment. Different men have different symptoms, but* [Video]. Instagram. Retrieved on date from [https://www.instagram.com/p/BysOqenB1v7/?utm\\_source=ig\\_web\\_copy\\_link](https://www.instagram.com/p/BysOqenB1v7/?utm_source=ig_web_copy_link)

Parenthetical citation: (APA Public Interest Directorate, 2019)

Narrative citation: APA Public Interest Directorate (2019)

## Instagram Profile

Name associated with the account [@Instagram handle]. (n.d.). *Name of the profile page* [Instagram profile]. Instagram. Retrieved on date from URL

National Geographic [@natgeo]. (n.d.). *IGTV* [Instagram profile]. Instagram. Retrieved December 8, 2019, from <https://www.instagram.com/natgeo/channel/>

Swift, T. [@taylorswift]. (n.d.). *Posts* [Instagram profile]. Instagram. Retrieved January 9, 2020, from <https://www.instagram.com/taylorswift>

United States Army [@usarmy]. (n.d.). *Tagged* [Instagram profile]. Instagram. Retrieved January 18, 2020, from <https://www.instagram.com/usarmy/tagged/>

Paraphrased citations: (National Geographic, n.d.; Swift, n.d.; United States Army, n.d.)

Narrative citations: National Geographic (n.d.), Swift (n.d.), and United States Army (n.d.)

## Instagram Highlight

Name associated with the account [@Instagram handle]. (n.d.). *Name of the highlight page* [Highlight]. Instagram. Retrieved on date from URL

The New York Public Library [@nypl]. (n.d.). *The raven* [Highlight]. Instagram. Retrieved January 6, 2020, from <https://www.instagram.com/stories/highlights/17962199170163462/>

Paraphrased citation: (The New York Public Library, n.d.)

Narrative citation: The New York Public Library (n.d.)

## Online Forum

### Post

Author, A. [Screen name]. (Date of post). *First 20 words of the post are the title* [Online forum post]. Name of forum. Retrieved date from URL

Little, J. [j450n\_1]. (2018, December 12). *I'm the first person in the world with a neural-enabled prosthetic hand. Using an specialized prosthetic and a device implanted* [Online forum post]. Reddit. Retrieved May 26, 2020, from [https://www.reddit.com/r/AMA/comments/a5jxbe/im\\_the\\_first\\_person\\_in\\_the\\_world\\_with\\_a/](https://www.reddit.com/r/AMA/comments/a5jxbe/im_the_first_person_in_the_world_with_a/)

Paraphrased citation: (Little, 2018)

Narrative citation: Little (2018)



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When the real name of the author is not known, provide only the screen name without brackets.

### Comment

Author, A. [Screen name]. (Date of post). *First 20 words of the comment are the title* [Comment on the online forum post *Full title of post on which the comment appeared*]. Name of forum. Retrieved date from URL of comment

Gates, B. [thisisbillgates]. (2017, February 27). Philanthropy is small as a part of the overall economy so it can't do things like fund health care or [Comment on the online forum post *I'm Bill Gates, co-chair of the Bill & Melinda Gates Foundation. Ask me anything.*]. Reddit. Retrieved May 26, 2020  
from [https://www.reddit.com/r/IAmA/comments/5whpqs/im\\_bill\\_gates\\_cochair\\_of\\_the\\_bill\\_melinda\\_gates/dea82mk/](https://www.reddit.com/r/IAmA/comments/5whpqs/im_bill_gates_cochair_of_the_bill_melinda_gates/dea82mk/)

haffy-1223. (2018, September 12). What do you think while on the launchpad about to launch? [Comment on the online forum post *I'm NASA astronaut Scott Tingle. Ask me anything about adjusting to being back on Earth after my first spaceflight!*]. Reddit. Retrieved June 8, 2020,  
from [https://www.reddit.com/r/IAmA/comments/9fagqy/im\\_nasa\\_astronaut\\_scott\\_tingle\\_ask\\_me\\_anything/e5v0027/](https://www.reddit.com/r/IAmA/comments/9fagqy/im_nasa_astronaut_scott_tingle_ask_me_anything/e5v0027/)

Parenthetical citations: (Gates, 2017; haffy-1223, 2018)

Narrative citations: Gates (2017) and haffy-1223 (2018)

To access the URL of the comment itself (rather than the URL of the whole post), select the date stamp of the comment and then copy and paste the resulting URL from your browser.

### TikTok

#### Video

Name associated with the account [@TikTok handle]. (Date of post). *First 20 words of the post are the title* [Video]. TikTok. Retrieved on date from URL

Cook, P. [@chemteacherphil]. (2019, November 19). *Alkali salts get lit. #chemistry #chemteacherphil #scienceexperiments #foryou #jobforme #trend #featurethis #science #vibecheck* [Video]. TikTok. Retrieved on June 18, 2020,  
from <https://vm.tiktok.com/xP1r1m>

Washington Post [@washingtonpost]. (2019, December 3). *News is all around us #frozen #newsroom #newspaper* [Video]. TikTok. Retrieved on June 20, 2020,  
from <https://vm.tiktok.com/x2sKUu>

Parenthetical citations: (Cook, 2019; Washington Post, 2019)

Narrative citations: Cook (2019) and Washington Post (2019)



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Provide the first 20 words of the caption as the title. Count a URL or other link, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.

### Profile

Name associated with the account [@TikTok handle]. (n.d.). *First 20 words of the description are the title* [TikTok profile]. TikTok. Retrieved on date from URL

Witherspoon, R. [@officialreasetiktok]. (n.d.). *vsco mom* [TikTok profile]. TikTok. Retrieved January 12, 2020, from <https://vm.tiktok.com/xS3B86>

Parenthetical citation: (Witherspoon, n.d.)

Narrative citation: Witherspoon (n.d.)

### LinkedIn

#### Post

Name associated with the account. (Date of post). *First 20 words of the post are the title* [description of attached content] [Type of post]. LinkedIn. Retrieved date from URL

American Psychological Association. (2019, December 9). *Last month, APA joined more than 40 national and international psychology organizations to explore ways to collaborate and use psychological* [Thumbnail with link attached] [Post].

LinkedIn. Retrieved May 15, 2020, from <https://www.linkedin.com/posts/american-psychological-association-how-psychologists-are-combating-climate-change-activity-6609801161937612800-GvdC>

Goodwin, J. (2019, September). *The best part of attending the American Psychological Association's 2019 Convention in Chicago this year was having the opportunity to* [Image attached] [Post]. LinkedIn. Retrieved June 17, 2020 from [https://www.linkedin.com/posts/jongoodwin3\\_apa2019-activity-6569581103441682432-CN98](https://www.linkedin.com/posts/jongoodwin3_apa2019-activity-6569581103441682432-CN98)

Parenthetical citations: (American Psychological Association, 2019; Goodwin, 2019)

Narrative citations: American Psychological Association (2019) and Goodwin (2019)

- LinkedIn does not provide exact dates for posts; rather, it tells users how long ago the post was made. Use the date information provided on the post to infer as specific a date as possible for the reference.
- Provide the first 20 words of the post as the title. Count a URL or other link, a hashtag, or an emoji as one word each, and include them in the reference if they fall within the first 20 words. Do not italicize emojis.

### Profile

Name associated with the account. (n.d.). *Page title* [LinkedIn page]. LinkedIn. Retrieved date from URL

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John Tyler Community College. (n.d.). *Home* [LinkedIn page]. LinkedIn. Retrieved January 9, 2020, from <https://www.linkedin.com/school/john-tyler-community-college/>

Parenthetical citation: (John Tyler Community College, n.d.)

Narrative citation: John Tyler Community College (n.d.)

**Website** – Use either the author/creator of the website or the website owner

WebMD. (2017, April 24). *How Regular Exercise Benefits Teens*. Retrieved March 19, 2019, from <https://teens.webmd.com/benefits-of-exercise#1>

In Text Citation: WebMD (2017) or (WebMD, 2017)

**Webpage (Section 10.16 of the APA Manual available in the library)**

Chandler, N. (2020, April 9). *What's the difference between Sasquatch and Bigfoot?* howstuffworks. Retrieved May 24, 2020, from <https://science.howstuffworks.com/science-vs-myth/strange-creatures/sasquatch-bigfoot-difference.htm>

**Webpage on a News Website (Section 10.16 of the APA Manual available in the library)**

Machado, J., & Turner, K. (2020, March 7). *The future of feminism*. Vox. Retrieved June 20, 2020, from <https://www.vox.com/identities/2020/3/7/21163193/international-womens-day-2020>

## Music and Audio

### iTunes Music

Writer, W. of the songwriter. (Year published). Title of song [Recorded by P. Performer (only include if different than the name of the writer)]. On *Title of album* [Audio file]. Retrieved date from URL

Swift, T. (2014). Shake it off. On *1989* [Audio file]. Retrieved March 20, 2019 from <https://itunes.apple.com/us/album/shake-it-off/907242701?i=907242707>

### Recorded Music

Basic reference for recorded music:

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

### Podcast

Host, A. (Host). (Date of podcast). Title of episode (episode number if used) [Audio podcast]. In *name of podcast series*. Name of host site. Retrieved date from URL

Cornish, A. (Host). (2017, May 17). This simple puzzle test sealed the fate of immigrants at Ellis Island [Audio podcast]. In *All things considered*. NPR. Retrieved July 17, 2020,

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from <https://www.npr.org/2017/05/17/528813842/this-simple-puzzle-test-sealed-the-fate-of-immigrants-at-ellis-island>

Vogt, P. J., & Goldman, A. (Hosts). (2019, June 27). Dark pattern (No. 144) [Audio podcast]. In *Reply all*. Gimlet Media. Retrieved July 17, 2020, from <https://gimletmedia.com/shows/reply-all/6nhgol/144-dark-pattern>

Parenthetical citations: (Cornish, 2017; Vogt & Goldman, 2019)

Narrative citations: Cornish (2017) and Vogt and Goldman (2019)

### Personal Communications

- private letters, emails, personal interviews, phone conversations, etc.
- generally between two people
- transcripts of personal interviews can be included in an appendix
- **IB says to include name of the interviewer, name of the interviewee, the date and the place of the interview in the text of the paper.**

Cite personal communications in text only...do NOT include in reference list

In-text citation: Angela Romero interviewed Laurie McClellan in his office at Nanjing International school on September 11, 2020.

### Tables

Tables generally show numbers and/or textual information arranged in columns and rows.

Use Calibri or Arial fonts for tables, which are easier to understand.

Table numbers (**Table 1**, **Table 2**, etc) are bold.

Table *titles* are italicized.

Tables should not be longer than one page.

Tables can either be placed on separate pages after the reference list (one table per page) or within the paper itself, either at the very top or very bottom of the page. Add an extra space between the table and paragraphs to improve how it looks visually.

For formatting advice, go to the [APA Style Guide for Table Setup](#).

Table 1 presents the author's own research, so no reference or citation is needed.

**Table 1**  
*Sociodemographic Characteristics of Participants at Baseline*

Baseline characteristic	Guided self-help		Unguided self-help		Wait-list control		Full sample	
	<i>n</i>	%	<i>n</i>	%	<i>n</i>	%	<i>n</i>	%
Gender								
Female	25	50	20	40	23	46	68	45.3
Male	25	50	30	60	27	54	82	54.7
Marital status								
Single	13	26	11	22	17	34	41	27.3
Married/partnered	35	70	38	76	28	56	101	67.3
Divorced/widowed	1	2	1	2	4	8	6	4.0
Children <sup>a</sup>	26	52	26	52	22	44	74	49.3
Highest educational level								
Middle school	0	0	1	2	1	2	2	1.3
High school/some college	22	44	17	34	13	26	52	34.7
University or postgraduate degree	27	54	30	60	32	64	89	59.3
Employment								
Unemployed	3	6	5	10	2	4	10	6.7
Employed	30	60	29	58	40	80	99	66.0
Self-employed	9	18	7	14	5	10	21	14.0
Retired	0	0	2	4	0	0	2	1.3
Previous psychological treatment <sup>a</sup>	17	34	18	36	24	48	59	39.3
Previous psychotropic medication <sup>a</sup>	6	12	13	26	11	22	30	20.0

*Note.* *N* = 150 (*n* = 50 for each condition). Participants were on average 39.5 years old (*SD* = 10.1), and participant age did not differ by condition.

<sup>a</sup> Reflects the number and percentage of participants answering “yes” to this question. Table 2 is an adaptation of a table found in a journal, so includes reference information in the note underneath and is included on the reference list.

**Table 2**

*Results From a Factor Analysis of the Parental Care and Tenderness (PCAT) Questionnaire*

PCAT item	Factor loading		
	1	2	3
Factor 1: Tenderness—Positive			
20. You make a baby laugh over and over again by making silly faces.	<b>.86</b>	.04	.01
22. A child blows you kisses to say goodbye.	<b>.85</b>	-.02	-.01
16. A newborn baby curls its hand around your finger.	<b>.84</b>	-.06	.00
19. You watch as a toddler takes their first step and tumbles gently back down.	<b>.77</b>	.05	-.07
Factor 2: Liking			
5. I think that kids are annoying (R)	-.01	<b>.95</b>	.06
8. I can't stand how children whine all the time (R)	-.12	<b>.83</b>	-.03
2. When I hear a child crying, my first thought is "shut up!" (R)	.04	<b>.72</b>	.01
11. I don't like to be around babies. (R)	.11	<b>.70</b>	-.01
14. If I could, I would hire a nanny to take care of my children. (R)	.08	<b>.58</b>	-.02
Factor 3: Protection			
7. I would hurt anyone who was a threat to a child.	-.13	-.02	<b>.95</b>
15. I would use any means necessary to protect a child, even if I had to hurt others.	.06	.08	<b>.72</b>
4. I would feel compelled to punish anyone who tried to harm a child.	.07	.03	<b>.68</b>
9. I would sooner go to bed hungry than let a child go without food.	.46	-.03	<b>.36</b>

*Note.*  $N = 307$ . The extraction method was principal axis factoring with an oblique (Promax with Kaiser Normalization) rotation. Factor loadings above .30 are in bold. Reverse-scored items are denoted with an (R). Adapted from "Individual Differences in Activation of the Parental Care Motivational System: Assessment, Prediction, and Implications," by E. E. Buckels, A. T. Beall, M. K. Hofer, E. Y. Lin, Z. Zhou, and M. Schaller, 2015, *Journal of Personality and Social Psychology*, 108(3), p. 501 (<https://doi.org/10.1037/pspp0000023>).

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The reference for Table 2 would be:

Buckels, E.E., Beall, A.T., Hofer, M.K., Lin, E.Y., Zhou, Z., & Schaller, M. (2015). Individual differences in activation of the parental care motivational system: Assessment, prediction, and implications. *Journal of Personality and Social Psychology, 108*(3), 501. Retrieved May 23, 2020, from <https://doi.org/10.1037/pspp0000023>

### Figures

Figures include line graphs, bar graphs, charts (e.g., flowcharts, pie charts), drawings, maps, plots (e.g., scatterplots), photographs, infographics, and other illustrations.

Use Calibri or Arial fonts for figures, which are easier to understand.

Figure numbers (**Figure 1**, **Figure 2**, etc) are bold.

Figure *titles* are italicized.

Figures can either be placed on separate pages after the reference list and any tables (one figure per page) or within the paper itself, either at the very top or very bottom of the page. Add an extra space between the figure and paragraphs to improve how it looks visually. Examples:

#### **Figure 1**

*Cologne Cathedral*



*Note.* From *Cologne Cathedral* [Photograph] by C. Larson, n.d., TripSavvy

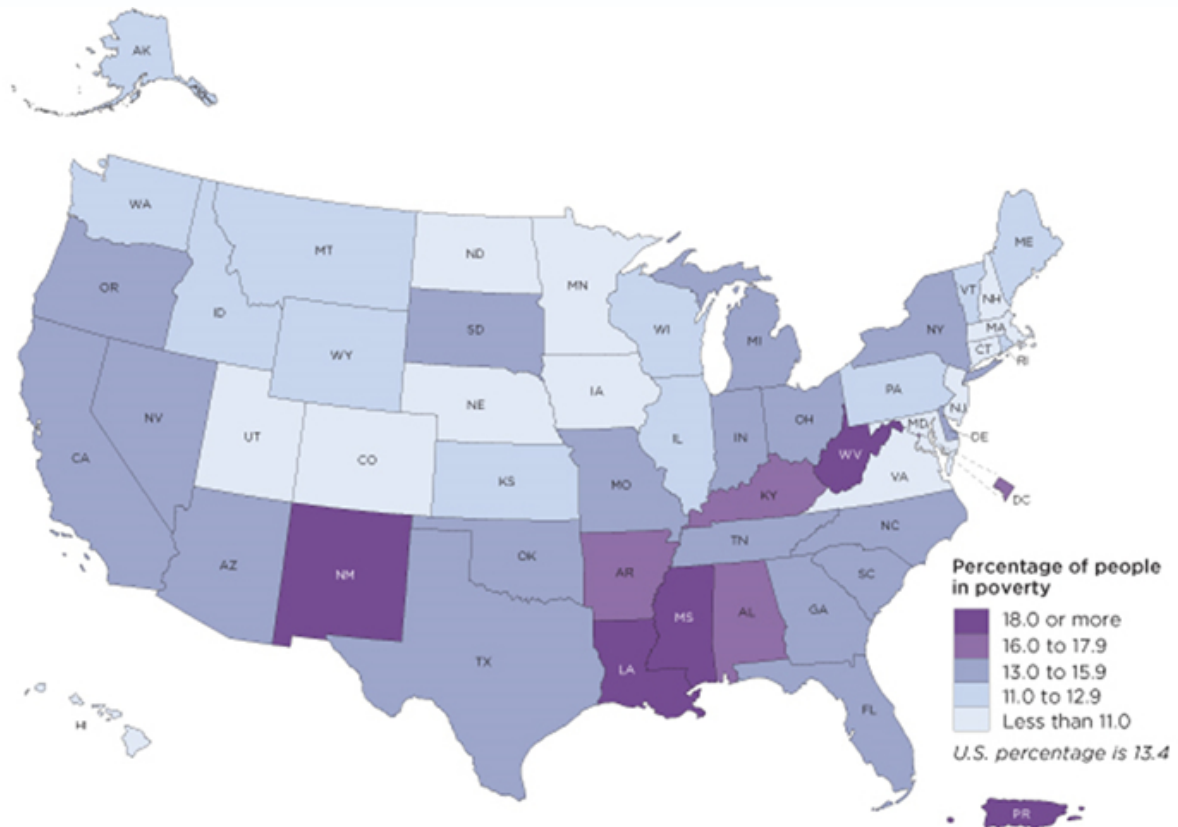
(<https://www.tripsavvy.com/guide-to-cologne-cathedral-1520181>).

The reference for this photograph would be:

Larson, C. (n.d.). *Cologne Cathedral* [Photograph]. TripSavvy. Retrieved March 24, 2020, from <https://www.tripsavvy.com/guide-to-cologne-cathedral-1520181>

**Figure 2**

*Poverty Rate in the United States, 2017*



Note. The map does not include data for Puerto Rico. Adapted from *2017 Poverty Rate in the United States*, by U.S. Census Bureau, 2017

(<https://www.census.gov/library/visualizations/2018/comm/acs-poverty-map.html>).

The reference for this map would be:

U.S. Census Bureau. (2017). *Poverty rate in the United States, 2017* [Map]. Retrieved September 9, 2020, from <https://www.census.gov/library/visualizations/2018/comm/acs-poverty-map.html>

## Appendices

Appendices are after the references, tables, and figures. Each must be mentioned at least once in the text (see Appendix B).

Each appendix begins on a new page and has a label and title.

Appendix labels and titles should be centered and in bold.

Appendix labels are **Appendix A**, **Appendix B**, and so on., in the order they are mentioned in the text. If there is only one Appendix label it **Appendix**.

Appendix titles describe the contents of the appendix.



## Sample Paper & Reference List

Romero

1

### Sample APA Paper

This is a sample paper written in APA style in order to give you a visual reference for our style manual. You do not need to actually read this paper but do look at the comments on the margins...they are important (McLellan et al., 2019).

One of my favorite quotes is from Shakespeare's play, *Hamlet*, where Polonius says, "To thine own self be true" (Shakespeare, 1999, Act 1, Scene 3). Blah blah blah blah blah blah blah (Angela Romero, 2019). I'm just trying to fill up space at this point. It was first performed on January 14<sup>th</sup>, 1602, (Shakespeare, 1999) when Shakespeare was only 9 years old. Only seven years later, it was performed for the Queen of England (Personal interview between author and J.K. Rowling at Rowling's house on February 21, 1998). All of this is poppycock...I'm making it up to come up with examples.

Shakespeare (1999) anticipated his plays would become a part of British and even English culture in 1622:

"Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce faucibus, libero eget semper sollicitudin, neque sem aliquet elit, non hendrerit nibh massa quis dui. Fusce nec dignissim augue, lacinia euismod urna. Pellentesque sodales vitae purus et porttitor."

(p. 12).]

A favorite book of mine is *The Very Hungry Caterpillar*, especially in the German version: *Die Ickene Raupe Nimmersatt* (Carle, 2013). This is truly amazing since I don't speak German, except for some words picked up from World War II movies (Bratton, 2018).

In conclusion, this paper is absolute rubbish (Andy Romero, 2019). I congratulate you if you actually read through the entire paper and applaud your endurance and sense of humor (Axe & Bell, 2017). One last thing: remember, if things get too tough, just shake it off (Swift, 2014).

#### Angela Romero

First line of every paragraph is indented.

#### Angela Romero

In text citation of a book with three or more authors.

#### Angela Romero

Titles of books and articles are italicized in the paper.

#### Angela Romero

The book I was using did not have page numbers, so I used the act and scene numbers to direct the reader for where to find the quote.

#### Angela Romero

In text citation where there are two authors with the same last name and first initial

#### Angela Romero

Dates are not spelled out (fourteenth – NO!)

#### Angela Romero

Ages are not spelled out

#### Angela Romero

Numbers from 0-9 ARE spelled out

#### Angela Romero

IB asks that personal communications include location, date, and names of interviewer and interviewee. Do NOT include in Reference List.

#### Angela Romero

All major words of a title are capitalized in the paper

#### Angela Romero

In text citation of two authors

## References

Axe, J., & Bell, T. (2017, March 27). Lunch and learn: Giving feedback on student writing

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S., Hau, O., Hwangbo, J., Lalonde, D., Lenk, A., Yuen, A., Beck, S., Bradley, K., Brown,

S., Crème, R., Fischl, R., Keller, D.,...Romero, A. (2019). *How did we find the time to*

*write this?* Broadbank Publishers.

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Romero, A. [Angela]. (2019, March 4). Living in China: Thoughts from a former student.

*Luverne High School Newspaper*, p. 1. Retrieved on April 1, 2019, from

<https://www.luvernehighschoolnewspaper.com/8675309>

Shakespeare, W. (1999). *Hamlet*. Cambridge University Press.

**Angela Romero**

If it's on the reference list, it also needs to have an in text citation.

**Angela Romero**

In the reference list, only the first word of a title and the first word after a colon are capitalized.

**Angela Romero**

If the title is in another language write the English translation in brackets.

**Angela Romero**

If there are 21 or more authors, write the first 19 names, type an ellipsis (...) and add the last name.

If there are 1-20 authors, write ALL of their names.

**Angela Romero**

How to show two authors with the same last name and first initial.

## Acknowledgements

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**International Mindedness**  
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