NIS APA Style Guide

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Authors:
Angela Romero
Kasson Bratton
Katie Ham

Nanjing International School

Xue Heng Lu 8, Xian Lin College and University Town,
Qi Xia District, Nanjing PRC 210023
Tel: +86 25 8589 9111 / Fax: +86 25 8589 9222

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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)
- Common knowledge does not need to be cited.

Style Guide

- Capitalize major words in titles of books & articles <u>within the body of the paper</u> (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…)
- Use numerals to express numbers 10 & above (12 cm wide). Spell out numbers 0-9 (zero, one, etc.), except for numbers that represent time (1 hour 34 minutes), dates (August 4), and ages (7 years old).

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."

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

Three methods for evaluating sources are:

- OPCVL: Origin, Purpose, Content, Value, and Limitation
- 5 Ws: Who, What, When, Where, and Why
- 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 in the Reference List.

- 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

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 6th 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

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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:

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)

APA Reference List

 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 "Reference List" 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
- List **all** the references in alphabetical order, in one list, regardless of whether they are books/websites/interviews/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 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 if using automatic citation generators like BibMe or EasyBib, copying a citation automatically created by an online program, or inserting citations using Microsoft Word.

Developmental Rubric

	Introductory – Grade 6	Developing – Grades 6, 7, & 8	Proficient – Grades 8, 9, & 10	Mastery – Grades 9 - 12
In-Text Citations	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.
Paraphrasing				
Original Thought	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.
Understanding & Accuracy of Information	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.
Direct Quotes	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

Range of Sources	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
Reference List	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.

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) where you found the information   included inside the in-text citation if it is a quote

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

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

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

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Number of authors	First text citation (either parenthetical or narrative)	Subsequent text citations (all)
One or two	Palmer & Roy, 2008	Palmer & Roy, 2008
Three, four, or five	Sharp, Aarons, Wittenberg, & Gittens, 2007	Sharp et al., 2007
Six or more	Mendelsohn et al., 2010	Mendelsohn et al., 2010

In the reference list, write out the names of <u>all</u> of the authors unless there are eight (8) or more authors. If there are eight or more authors, you write out the names of the first six, then use an ellipsis (…) and then include the last/final author. Never rearrange the order of the authors!

Example for the Reference List:

McLellan, L., Bratton, K., Ham, K., Clarke, R., Dodge, A., Madalinski, J.,…Romero, A. (2019). *How did we find the time to write this?* Nanjing, China: Broadbank Publishers.

Authors with 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. Retreived 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)

E-Books

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

Book written in a foreign language

Keep the original capitalization in the original language.

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

Translated Books

Author, A. (1999). *Title of work* (Vol. 4, T. Translator, Trans.). Location: Publisher.

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

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

Online reference work with no author

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved on March 8, 2019, from http://www.m-w.com/dictionary/heuristic

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)

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)
   McLellan, 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

Axe, J., & Bell, T. (2017, March 27). Lunch and learn: Giving feedback on student writing [Video file]. Retrieved on March 27, 2019, from https://livestream.com/royalroads/events/7167907/videos/152782627

- In-text citation: (Axe & Bell, 2017, 18:05)

YouTube Video

Last Name, F.I. OR Username. (Year, Month Date). Title of video [Video File]. Retrieved on date from URL

Wood, S. (2015, March 9). What is Plagiarism? [Video file]. 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 username.

NISlibrary. (2019, January 15). Panda Book Awards Books. [Video file]. Retrieved March 15, 2019, from https://www.youtube.com/12345

In-text citation: Nislibrary (2019) or (Nislibrary, 2019)

TED Talk found on YouTube
If the video was retrieved from the TED website:

Robinson, K. (2006, February). *Ken Robinson: How school kills creativity* [Video file]. Retrieved on January 15, 2019, from http://www.ted.com/talks/ken_robinson_says_schools_kill_creativity.html

In-text citation: (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. (2007, January 6). *Do schools kill creativity|Sir Ken Robinson|TED Talks* [Video file]. Retrieved on January 17, 2019 from https://www.youtube.com/watch?v=iG9CE55wbtY

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

Images

Format could be online image, photograph, illustration or chart

Basic Format:
  Artist Last Name, First Initial. Second Initial. (Year). Title of the artwork [Format]. Retrieved   on date from URL

Image Without Author:
  Title of work [Type of work]. (Year image was created). Retrieved on date from URL

Image With No Author, Title, or Date [Subject and type of work]. Retrieved on date from URL

Note: You still need to cite the image even if you are missing much of the information. Please try to find images that do provide this information.

Personal Communications

Such references are usually limited to the Extended Essay or Senior Essay in Grades 11 and 12. Personal communication must be included if obtaining support from a specialist that is not your supervisor.

Personal communication includes, but is not limited to private letters, emails, personal interviews, phone conversations. The communication is generally between two people. Transcripts of personal interviews can be included in an appendix

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

In-text citation: A. Romero (personal communication, March 24, 2019) or (A. Romero, personal communication, March 24, 2019)

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.

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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)

In-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)

iTunes Music

Last name, F.I. of the songwriter. (Year published). Title of song [Recorded by First initial.   Middle initial. Last name of performer (only include if different than the name of the   writer)]. On Title of album [Audio file]. Retrieved on date from URL

Swift, T. (2014). Shake it off. On 1989 [Audio file]. Retrieved on 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 B. B. Artist]. On *Title of album* [Medium of recording]. Location: Label. (Date of recording)

Artificial Intelligence (AI) and Citation at NIS

"The goal of academic integrity is to make knowledge, understanding and thinking transparent. Students must also master the technical components of academic integrity, which includes learning how to correctly reference and ethically use information, opinions, and artificial intelligence (AI) tools" (IB, 2023).

If you use AI (ChatGPT, POE, etc.) to produce something and then use it in submitted work, you must credit the software since you did not originally create the content. This includes copy and paste, as well as paraphrasing.

However, please be advised that generative AI is not a reliable source and should generally not be used as such. It is better to go directly to credible sources for your research, just like you would with sources found in Wikipedia articles.

If there is a situation is which work from a generative AI tool must be used, please consider the following.

• If students use the text (or any other product) produced by an AI tool—be that by copying or paraphrasing that text or modifying an image—they must clearly reference the AI tool in the body of their work and add it to the reference list.

- The in-text citation should contain quotation marks using APA-style and the citation on the reference list should also contain the prompt or question given to the AI tool and the date the AI generated the text or image.

AI Citation Examples
Owner or Developer. (Year, Month Date the AI generated the content). *Prompt or Question*. AI Version. URL

OpenAI. (2023, Jan. 13). *Question: How to cite and reference a ChatGPT answer?*. ChatGPT-4. https://chat.openai.com/

In-text citation: (OpenAI, 2023, "How to cite and reference a ChatGPT answer?")

OpenAI. (2023, October 17). *Question: "Is the left brain-right brain divide real or a metaphor?"* ChatGPT-4. https://chat.openai.com/chat

In-text citation: (OpenAI, 2023 "Is the left brain-right brain divide real or a metaphor?")

Can AI tools like Grammarly or MS Word Spell Check be used?

The IB allows students to use basic tools to support student's spelling and grammar **when this is not what is being assessed.** So typically, yes. Though not when grammar, spelling, and sentence fluency are being assessed. Ask your teacher for clarification on this point!

Sample APA Paper

References

Axe, J., & Bell, T. (2017, March 27). Lunch and learn: Giving feedback on student writing [Video file]. Retrieved from https://livestream.com/royalroads/events/7167907/videos/152782627

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

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

McLellan, L., Bratton, K., Ham, K., Clarke, R., Dodge, A., Madalinski, J.,…Romero, A. (2019). *How did we find the time to write this?* Nanjing, China: Broadbank Publishers.

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

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

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).

> First line of every paragraph is indented.

> In text citation of a book with six or more authors.

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 blah blah blah (Angela Romero, 2019). I'm just trying to fill up space at this point. It was first performed on January 14th, 1602, (Shakespeare, 1999) when Shakespeare was only 9 years old. Only seven years later, it was performed for the Queen of England (Rowling, personal communication, February 21, 1998). All of this is poppycock…I'm making it up to come up with examples.

> Titles of books and articles are italicized in the paper.

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

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

> Dates are not spelled out (fourteenth – NO!)

> Ages are not spelled out

> Numbers from 0-9 ARE spelled out

> A personal communication (interview) is not in the reference list…only as an in text citation

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

> Blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah blah (p. 12).

> Quotes of 40 or more words are indented into a block text

A favorite book of mine is *The Very Hungry Caterpillar*, especially in the German version: *Die lkeine 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).

> All major words of a title are capitalized in the paper

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 and Bell, 2017). One last thing: remember, if things get too tough, just shake it off (Swift, 2014).

> In text citation of two authors

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