APA

Research and Style Manual

York Catholic Middle School & High School
2026-2027 Edition

Introduction

Over the course of their careers at York Catholic, students are required to research and to properly cite research materials using the APA style guidelines for science classes only. (MLA style is used for all other classes and is referenced in its own guide.) This style manual provides students with a general guide to research. It contains the resources necessary for formatting papers using the MLA and APA style guidelines; it also provides students assistance in referencing their sources through parenthetical citation Works Cited and Works Consulted pages.

Writers who properly use APA build their credibility by demonstrating accountability. Most importantly, the proper use of APA protects writers from plagiarism.

Research Process

1. Identify the research topic and its purpose
    a. Sometimes this is provided by the teacher; students may have the opportunity to develop topics on their own.
    b. Each paper will likely have a different purpose. Individual teachers' expectations will vary; classes and papers have different purposes. Students should be sure of the task they need to accomplish in their writing before they begin.

2. Do some cursory research
    a. This step can be skipped if students already know a lot about the topic.
    b. If the topic is new and unfamiliar, then starting with an internet database or a Google search (.org, .edu, .net sources are most reliable) will enable students to get a general idea of the topic.

3. Develop a list of search terms and questions related to the topic.
    a. This will help students to search effectively for their intended purposes. Databases require much more specific search terms to locate information. Developing a list of terms prior to the search will help students avoid frustration.
    b. This will also ensure that the research is appropriate to the purpose.

4. Explore different research sources. Google is not the only resource available! The following resources are easily accessible for students (either in print or online):
    a. Books
    b. Articles (scholarly and editorial)
    c. Interviews
    d. Film/Documentary

5. Take notes. Create a document for this purpose.
    a. Copy the URL into the document to enable access to the original source.
    b. Copy and paste relevant information into the document to be referenced during the composition of the paper.

6. Create a rough outline for the paper. This does not need to be formal. It will ensure that the paper is organized, focused, concise, and that it meets the intended purpose.

7. Work on the paper one section at a time.

Defining Plagiarism

According to the York Catholic Student Handbook, plagiarism is defined as the use of someone else's ideas or expressions, from any source, including print and electronic origins, as one's own work, either verbatim or paraphrased, without the acknowledgement of the person or proper citation.

Setting-Up the Paper

General Format

1. Type the paper on a computer and print it out on standard, white 8.5 x 11-inch paper.

2. Double-space the text of the paper, and use Times New Roman font. The font size should be set at 12 pt.

3. Leave only one space after periods or other punctuation marks.

4. Set the margins of the document to 1 inch on all sides.

5. Indent the first line of each paragraph one half-inch from the left margin by using the Tab key, as opposed to pushing the Space Bar five times.

6. Insert a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.

7. Do not mix MLA and APA styles. MLA is required at York Catholic with the exception of science classes that use APA. See the instructor for clarification.

Formatting the First Page of the Paper

1. Create a title page.
   a. The title page should contain the title of the paper, the student's name, and the school. This should be centered in the upper half of the page.
   b. Insert the running header. To do this, insert a header with the words *Running head* followed by a colon and the title of the paper, all in capital letters. The page number will be flush on the right side of the header. It should look like this:

Running head: A COMPARATIVE STUDY OF PERENNIAL FLORA 1

2. All text should be double-spaced.

3. Do not underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters. Titles should be no more than 12 words in length and should not contain abbreviations or words that serve no purpose. The title may take up one or two lines. All text on the title page, and throughout the paper, should be double-spaced.

4. Pages after the title page should have a running header that looks like this:

A COMPARATIVE STUDY OF PERENNIAL FLORA 2

References

The reference list should appear at the end of the paper. It provides the information necessary for a reader to locate and retrieve any source cited in the body of the paper. Each source cited in the paper must appear in the reference list; likewise, each entry in the reference list must be cited in the text. The references should begin on a new page separate from the text of the essay; label this page "References" centered at the top of the page (do NOT bold, underline, or use quotation marks for the title). All text should be double-spaced just like the rest of the essay.

Basic Rules

- All lines after the first line of each entry in the reference list should be indented one-half inch from the left margin. This is called hanging indentation.
- Authors' names are inverted (last name first); give the last name and initials for all authors of a particular work for up to and including seven authors (see more than seven authors for details).
- Reference list entries should be alphabetized by the last name of the first author of each work.
- Present the journal title in full.
- Maintain the punctuation and capitalization that is used by the journal in its title.
  For example: *ReCALL* not *RECALL* or *Knowledge Management Research & Practice* not *Knowledge Management Research and Practice.*
- Capitalize all major words in journal titles.
- Italicize titles of longer works such as books and journals.
- Do not italicize, underline, or put quotes around the titles of shorter works such as journal articles or essays in edited collections.

Author Formatting

The following rules for handling works by a single author or multiple authors apply to all APA-style references in the reference list, regardless of the type of work (book, article, electronic resource, etc.)

Single Author

Last name first, followed by author initials.

Carr, M.T.

Two Authors

List by their last names and initials. Use the ampersand instead of "and."

Williams, P.S., & Mason, G.F.

More Than Seven Authors

List by last names and initials; commas separate author names. After the sixth author's name, use an ellipses in place of the author names. Then provide the final author name. There should be no more than seven names.

Parente, M., Hunt, E. F., Hunt, T. L., Wright, D. A., Shepard, J. A., Collins, S., . . .

Smith, D.

Two or More Works by the Same Author

Use the author's name for all entries and list the entries by the year; earliest comes first (see example on the left). When an author appears both as a sole author and, in another citation, as the first author of a group, list the one-author entries first regardless of year (see example on the right).

Hunt, T. F. (2008).

Hunt, T. F. (2016).

Hunt, T. F. (2016).

Hunt, T. F. & Bering, F. C. (2002).

BOOKS

Basic Format

Author last name, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Location: Publisher.

Note: For "Location," always list the city and the state using the two letter postal abbreviation without periods (Pennsylvania, PA).

No Author

When a book is edited but the original author is unknown list the editor's name in the place where an author's name typically appears at the beginning of the entry, followed by (Ed.).

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor.*

New York, NY: Russell Sage Foundation.

With an Author or Authors

When a book is edited and the original author is known list the editor's name after the title of the work, followed by (Ed.).

Plath, S. (2000). *The unabridged journals.* K. V. Kukil (Ed.). New York, NY: Anchor.

Edition Other Than the First

Helfer, M. E., Kempe, R. S., & Krugman, R. D. (1997). *The battered child* (5th ed.).

Chicago, IL: University of Chicago Press.

Multi-volume Work

Wiener, P. (Ed.). (1973). *Dictionary of the history of ideas* (Vols. 1-4). New York, NY:

Scribner's.

Dissertation, Published

Last Name, F. N. (Year). *Title of dissertation* (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

PERIODICALS

Basic Format

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, *volume number* (issue number), pages. http://dx.doi.org/xx.xxx/yyyyy

Article in a Magazine

Henry, W. A., III. (1990, April 9). Making the grade in today's schools. *Time*, 135, 28-31.

Article in a Newspaper

Unlike other periodicals, p. or pp. precedes page numbers for a newspaper reference in APA style. Single pages take p., e.g., p. B2; multiple pages take pp., e.g., pp. B2, B4 or pp. C1, C3-C4.

Schultz, S. (2005, December 28). Calls made to strengthen state energy policies. *The Country Today*, pp. 1A, 2A.

Article in Journal Paginated by Volume

Journals that are paginated by volume begin with page one in issue one, and continue numbering issue two where issue one ended, etc.

Harlow, H. F. (1983). Fundamentals for preparing psychology journal articles. *Journal of Comparative and Physiological Psychology*, 55, 893-896.

Article in Journal Paginated by Issue

Journals paginated by issue begin with page one every issue; therefore, the issue number gets indicated in parentheses after the volume. The parentheses and issue number are not italicized or underlined.

ELECTRONIC SOURCES

Article From an Online Periodical

Online articles follow the same guidelines for printed articles. Include all information the online host makes available, including an issue number in parentheses. Online scholarly journal articles require the URL of the journal home page. Remember that one goal of citations is to provide readers with enough information to find the article; providing the journal home page aids readers in this process.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical, volume number* (issue number if available). Retrieved from http://www.someaddress.com/full/url/

Bernstein, M. (2002). 10 tips on writing the living Web. *A List Apart: For People Who Make Websites,* 149. Retrieved from http://www.listapart.com/articles/writeliving

Article from a Database

Please note: APA states that including database information in citations is not necessary because databases change over time.

If you are citing a database article that is available in other places, such as a journal or magazine, include the homepage's URL. You may have to do a web search of the article's title, author, etc. to find the URL. Only use retrieval dates if the source could change, such as Wikis. For more about citing articles retrieved from electronic databases, see pages 187-192 of the Publication Manual.

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Journal, volume number,* page range. Retrieved from http://www.address.com/full/url/

Newspaper Article

Author, A. A. (Year, Month Day). Title of article. *Title of Newspaper*. Retrieved from http://www.someaddress.com/full/url/

OTHER COMMON SOURCES

Interviews, Email, and Other Personal Communication

No personal communication is included in the reference list; instead, parenthetically cite the communicator's name, the phrase "personal communication," and the date of the communication in your main text only.

(E. Robbins, personal communication, January 4, 2001).

A. P. Smith also claimed that many of her students had difficulties with APA style (personal communication, November 3, 2002).

Motion Picture

Basic reference list format:

Producer, P. P. (Producer), & Director, D. D. (Director). (Date of publication). *Title of motion picture* [Motion picture]. Country of origin: Studio or distributor.

In-text Citation

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, for example, (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but NOT directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication and not the page number in your in-text reference. All sources that are cited in the text must appear in the reference list at the end of the paper.

Basic Guidelines

- Always capitalize proper nouns, including author names and initials: D. Jones.
- If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media, There Is Nothing Left to Lose.*
- When capitalizing titles, capitalize both words in a hyphenated compound word*: Natural-Born Cyborgs.*
- Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."
- Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind; The Wizard of Oz; Friends.*
- Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

Short quotations

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

> According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).

> Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

> She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

Long quotations

Place direct quotations that are 40 words, or longer, in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented 1/2-inch from the left margin, i.e., in the same place you would begin a new paragraph. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation 1/2 inch from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

> Jones's (1998) study found the following:
>
> > Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

Summary or paraphrase

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required).

> According to Jones (1998), APA style is a difficult citation format for first-time learners.

> APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Two or More Works in the Same Parentheses

When your parenthetical citation includes two or more works, order them the same way they appear in the reference list (viz., alphabetically), separated by a semi-colon.

(Berndt, 2002; Harlow, 1983)

Personal Communication

For interviews, letters, e-mails, and other person-to-person communication, cite the communicator's name, the fact that it was personal communication, and the date of the communication. Do not include personal communication in the reference list.

(E. Robbins, personal communication, January 4, 2001).
A. P. Smith also claimed that many of her students had difficulties with APA style

(personal communication, November 3, 2002).

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