Library Media Center / Biblioteca
Escuela Elemental y Superior Antolina Vélez
Inter American University of Puerto Rico
Aguadilla Campus

**How to do a monograph**
Mono = one        graph = text
**Monograph-** A detailed written study of a single (one) specialized subject or an aspect of it, usually by a single author. ***A search to write a study on social issues.*** In another grade or class, the theme may vary. **Do not procrastinate. You need a lot of effort and enthusiasm, select a theme that you like a lot.**

*Information Literacy*

| **1) Define your task** | ➢ **Monograph, style APA 7th ed.**<br>➢ **14-15    pages minimum**<br>➢ **3    Appendices  5  references**<br>➢ **NOT Binder** No micas- solamente grapado<br>➢ **Teacher Rubric**<br>➢ **Date:    April 13, 2022** |
|---|---|
| **2) Localize information** | ➢ Books, magazines, newspaper, web pages, interviews, video, etc.<br>➢ **1  from EAVIA library or CAI** (5 points)<br>➢ Read, copies print, take notes.<br>➢ **In-text Citations** 2 short and 1 long **minimum**<br>➢ Write the quotes and noted **the cite (avoid plagiarism).**<br>➢ Compiled in a folder. |
| **3) Evaluate information** | ➢ Date of the information (updated).<br>➢ Author or organization.<br>➢ 11th grade accuracy<br>➢ Useful/not useful |
| **4) Use information** | ▪ Organize.<br>▪ Present **APA 7th edition format:**<br>Double spaced<br>Times New Roman font \| size 12<br>**Title page** 1 page<br>**Appreciation** 1 page<br>**Dedicatory** 1 page<br>**Abstract** 1 page<br>**Table of Contents** 1 page<br>**Introduction** 1 page<br>**Text/Body** 3-4 pages<br>**Conclusion** 1 page<br>**References  5  minimum**<br>**Appendices   3  minimum**<br>▪ Judge the process towards your final project.<br>▪ What did I learn? |

I. Choose your theme (define your task) - according to our philosophy of ecumenical Christian values. Choose a topic that motivates you. You must know something about the subject. Define the issue and think about the purpose of this writing and how you can help. **Show your theme to your teacher by March 7 or 8**

II. Find information about the topic (localize information) – now that you have your theme, search for information. Select from: books, encyclopedias, magazines, newspapers, posters, web pages (.edu, .org, .net) and databases (evaluate the information). Summarize and paraphrase it to **avoid plagiarism.**

   A. Take notes:  Avoid plagiarism and write quotes and citations**. Citations  3    minimum**

      1. *In-text citations*- less than **40 letters** (short) provide the author's last name and the year of publication**, write it in quotations marks** (" "). If there, more than one author only write the first author surname and  et al.   **Citations 2  min.**
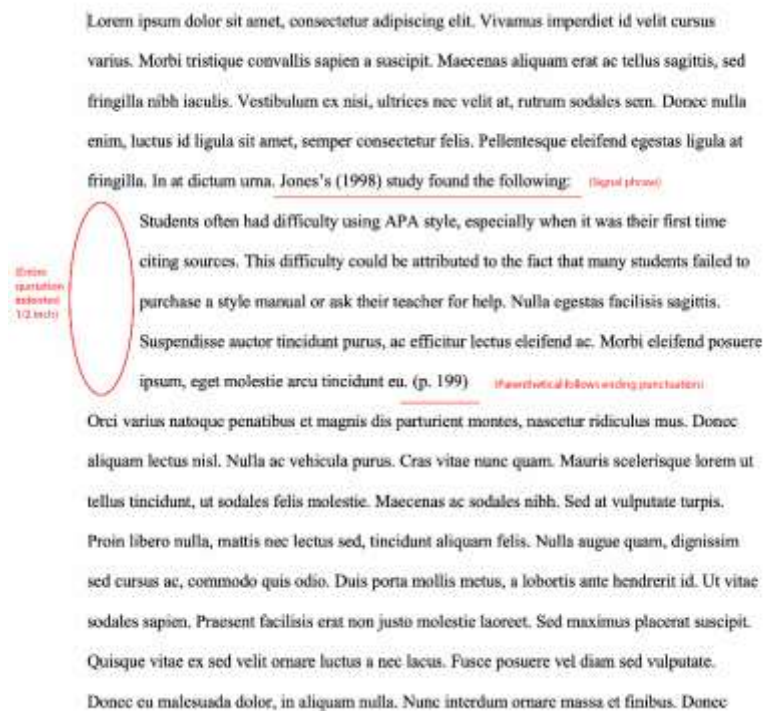
         Example:
          "técnica de subrayado que facilita la aproximación visual hacia el resumen final."
         (Lujilde, 2006).

          If the author is unknown give the first word or two of the title in the parenthetical citation. ("*Exercise,*" 2003).

      2. In-text citations- **more than 40 letters** (long) provide the author's last name and the year. **Write it in an indented block paragraph. Citations 1  min.**

         Example:



III. Create a **draft (No for your teacher)** – to help you seek the "input" of others (suggestions from others): teachers, peer, tutor or librarian.

IV. Consult the *Publication Manual of the American Psychological Association*, (7th ed.) and follow your teacher's requirements (RUBRIC) to start your project (use the information).

<u>**Write your monograph!**</u>

A. A nice and organized monograph most contain:

8.5 X 11 white paper (both side if your professor authorized)

==Times New Roman font | size 12== (Calibri 11, Arial 11, Lucida Sams Unicode 10, Georgia 11)

All text **double-spaced**

**Left** alignment

**1"** margins

Bold headings in the text

Just one space between words and after punctuation

B. ==**Prepare References:  __5___  minimum.**==

**Monograph APA 7th edition**

https://owl.english.purdue.edu

**Title page-** It is better to select the title when you finish the monograph. Prepare between two or three then choose one. The title should summarize the main idea. Write a title that will attract, convince, and encourage the reader. The title should be centered on the page, double-spaced, not bolded, underlined, or italicize.

The Running head: **<u>cannot exceed 50 characters</u>**, including spaces and punctuation, it is a shortened version of the title. Write in **<u>capital letters</u>**. Repeat on each page.

**Appreciation** - your collaborators, tutors or guides. When you write it, you put it in the right margin "right align" in a block with single space.

**Dedicatory** -dedicated to important people or your inspiration. When you write it, you place it in the right margin "right align" in a block with single

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OBESITY IN CHILDREN                                                                 1

Can Medication Cure Obesity in Children?

Carmiña Avilés Pérez

Elementary and Secondary Antolina Vélez School

English 11th

Prof. M. Sanabria

April 13, 2022

**Abstract**: a brief summary of the paper, quickly review the main points and purpose of the monograph. It should be <mark>**150-250 words**.</mark> Centered the word "Abstract". Do not indent. Typically, an abstract is required only for publication. However, our assignment instructions indicate it as a requirement.

**Text or body:** start with an Introduction. It should provide background information and support, an anecdote, a historic detail, or an era and place location. The introduction presents the problem that the paper addresses.

Write an argument statement. Here you present a properly organized analysis about your theme. Avoid insignificants details. Focus on the updated information and the most important conclusions. Your presentation must be justified and supported by previous investigations. Cite and follow the instructions to do it properly (Cummings, 2012). Include an Appendix, refer to it in the body of your paper and create a bibliography too (see Appendix A).

**Conclusion** -restates the problem the monograph presented and can offer ideas for further research. Start with a sentence that supports or refuses the problem. Highlight the consequences and the conclusions of your project.

Guides questions: How is my monograph a contribution? How does it resolve the problem?

<mark>**Reference List:** Basic Rules (https://owl.english.purdue.edu/owl/resource/560/05/)</mark>

- At the end of your paper on a new page separate. Label this page "References" **centered at the top of the page**. All text should be **double-spaced.**
- All lines after the first line of each entry in your reference list should **be indented** one-half inch from the left margin. This is called hanging indentation or French indent.
- Authors' names (last name first); give the last name and initials for up 20 authors.
- **Alphabetized** by the last name of the first author of each work. (Omitted the articles: A, An, The). NO bullets, not numbered.
- Capitalize all major words in titles.
- *Italicize titles*.
- More information, use the **Publication Manual of the American Psychological Association** 7<sup>th</sup> ed.

- Ask your librarian, visit the APA official webpage http://www.apa.org/, or visit the blog *Manejo de Información* https://carmenamelia4.wordpress.com/

**Appendices:** The Appendix is presented at the end of your monograph. It provides brief content that supplements your paper: tables, graphics, illustrations, interviews, photos, etc. If you are including an appendix, refer to it in the body (see Appendix A). It should be organized in alphabetical order in your text. Each entry in the Appendix should be in a separate paper each one. Center the title "Appendix A", include a title that explains the content. Remember to avoid plagiarism: create the reference.

**Review**, check the orthography, grammar, and formatting. Some teachers, peers, or tutors can help.

Ask yourself: What have I **learned?**

| OBESITY IN CHILDREN | 13 |
|---|---|

Appendix A

Obesity affects the body



References

Acevedo, C. A. (2022) *Manejo de información.* https://carmenamelia4.wordpress.com/

*APA Style.* (2021). https://apastyle.apa.org/index.

Lujilde, A. (2006). *Como hacer monografías.* Longseller.

Purdue Online Writing Lab. (2022). *Reference List: Basic Rules.*

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/reference_list_basic_rules.html

*References.* (2019). https://apastyle.apa.org/style-grammar-guidelines/references.

Streefkerk, R. & Streefkerk, R. (2019, November 5). *APA Manual 7th Edition: The 17 Most Notable Changes.*

https://www.scribbr.com/apa-style/apa-seventh-edition-changes/.

Updated by: Mrs. Carmen Amelia Acevedo, Librarian EAVIA March 2022

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**Universidad Interamericana de Puerto Rico**
**Recinto de Aguadilla**

**APA References-** ordered list of books and writings on a subject or author. List of books related to the topic used.

- Present in alphabetical order and on a separate page at the end of the project.
- French indent.
- These examples are designed in accordance with the "American Psychological Association Style Manual" (APA) with the biggest changes in APA Manual 7<sup>th</sup> edition.
- It is recommended to read the general rules for a bibliography of other sources in the official APA document or visit Blog "Manejo de Información" for more information, (carmenamelia4.wordpress.com).

**APA References from:**

**Punctuation marks are required.**

**Book with a single author**
Last name, Name Initial. (Year of Publication). *Title in Italic*. Publisher.

**Book with without author:**
*Book Title in Italic*. (Year of publication). Publication City: Publisher.

**Encyclopedia or Dictionary:**
*Title of encyclopedia Italic*. (Year of publication). Selected topic. (vol.   , p.   ). Publisher.

**Electronic Encyclopedia or Dictionary:**
Institution or organization name. (Year). Title of entry. In *Title Encyclopedia or Dictionary in Italic*. URL

**Internet document with author:**
Last name, Name Initial. (Date of Publication). *Document title in Italic*. URL address

**Internet document without author:**
*Document title in Italic*. (Date of Publication). URL address

**Periodicals- Print journal or magazine:**
Last name, Name Initial. (Date of Publication). Article Title. *Magazine Title in Italic, vol. #* , pages #. *8*(3),

207–217.

**Periodicals- Online journal or magazine with DOI:**
Last name, Name Initial. (Date of Publication). Article Title. *Magazine Title in Italic,* vol.  # , pages #.

https://doi.org/#####

**Periodicals- Online journal or magazine without DOI:**
Last name, Name Initial. (Date of Publication). Article Title. *Magazine Title in Italic, v*ol., pages #.

https://doi.org/#####

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<div style="border:1px solid #000; background:#ccc; display:inline-block; padding:4px;">

**Without date: use (n.d.)**

</div>

## Check References APA 7th ed.

| Name:<br><br>Grade: | Comments |
|---|---|
| **Book with a single author**<br>Surname, Initial. (Year of Publication). *Title in Italic*. Publisher.<br><br>_____<br><br>   _____ | |
| **Electronic Encyclopedia or Dictionary**<br>Organization name. (Year). Title of entry. In *Title Encyclopedia or*<br><br>   *Dictionary in Italic*. URL<br><br>_____<br><br>   _____ | |
| **Internet no author:**<br>*Document title in Italic*. (Date of Publication). URL address<br><br>_____<br><br>   _____ | |

Comments: _____