

Headings [3.03]

For most papers, three levels of headings are sufficient:

1. Centered, **Boldface**, Uppercase and Lowercase Heading
2. Flush left, **Boldface**, Upper and Lowercase Heading
3. Indented, **Boldface**, lowercase paragraph heading ending with a period

Spacing after Punctuation [4.01]

Two spaces after period at end of sentence

One space after commas, semicolons, colons, and periods of initials in personal names

No space after internal periods in abbreviations

Seriation [3.04]

To show seriation of 3 or more elements within a paragraph or sentence, use lowercase letters in parentheses:

Sample: Subjects considered (a) some alternative courses of action, (b) the factors influencing the decision, and (c) the probability of success.

Gender Neutral [3.12, 3.20]

Keep language unbiased by choosing nouns, pronouns, and adjectives that prevent bias

The *patient(s)* or *the client(s)* instead of *he* or *she*. Use plural terms so can use *they* or *their*. Pronoun must agree with the antecedent in terms of number and gender

Corrections

Reprint pages as needed. Do **not** (a) type vertically in the margin, (b) strike over a letter, (c) type inserts on slips of paper and attach them to the pages, (d) write on the manuscript

Paraphrasing [6.04]

When paraphrasing or referring to an idea from a text, provide a page or paragraph number, as it helps the reader (your instructor) locate the relevant passage in the source text

Quotations [6.03]

Quotations must be reproduced accurately word for word

Quotations of fewer than 40 words should be incorporated into the text and enclosed by double quotation marks (".....")

Display quotations of more than forty words in a double-spaced block of typewritten lines with no quotation marks

Start this block on a new line and indent 5-7 spaces from the left margin with no paragraph indentation. If this quotation is more than one paragraph, then indent any additional paragraphs.

When a period or comma occurs with closing quotation marks, place the period or comma before rather than after the quotation marks

All quotations must be cited with the author(s), date and page number

Samples: For continuity of care, "medical needs are met by those in the medical disciplines." (Csikai & Chaitin, 2006, p. 112).

Csikai and Chaitin (2006) stated "medical needs are met by those in the medical disciplines" (p. 112) and are important for continuity of care.

Use the paragraph number for non-paginated material "....." (Smite, 2009, para. 4).

If there are no page or paragraph numbers visible, then use the heading or a shortened title from the material to identify the source

Samples: "....." (Smith, 2009, Discussion section, para. 1).

"....." (Smith, 2009, "Nursing Has Improved", para. 5).

Citations in Text [6.11]

Document the material you researched throughout the text by citing author and date. Page numbers or paragraph numbers are required for any direct quotations and paraphrased material. The year is dropped after the first full citation in each paragraph

One Author

Rogers (2007, p. 100) compared drugs....

Rogers (2007, pp. 100, 102) compared multiple drugs.....

In a recent comparison of drugs (Rogers, 2007, p. 100) it was....

Multiple drugs were compared (Rogers, 2007, p. 100).

Second citation in paragraph (Rogers, p. 400)

Two Authors - always cite both names every time the reference is used in text

(Ellis & Hartley, 2007, p. 300)....

Ellis and Hartley (2007, p. 300)...

More Than Two Authors -Use ampersand & within parentheses (); use **and** in a sentence

First time used in text, use all authors

(Smith, Jones, Brown, & White, 2007, p. 100). . . . or Smith, Jones, Brown, and White (2007). . . .

Second time in same paragraph shorten to (Smith, et al., p. 105) and drop the date

First time in subsequent paragraphs of your paper, use (Smith, et al., 2007, p. 110)

If source used again in paragraph, drop the date.

Smith, et al. (2007, p. 5) states they like cats. However, dogs are their favorite animals (Smith, et al., p. 8).

Secondary Source – citing the author of an original work as found in text you are using for your paper

Smith (2007), (as cited in Jones, 2009, p. 101) suggested that nursing is.....

Jones 2009... is listed on your reference list

References [6.25]

Start the reference list on a new page. Type the word References in upper and lowercase letters, centered, at the top of the page. Double space within each reference and between each reference

First lines are flush with the left margin. Indent the second line of the reference 5-7 spaces. This is called a hanging indent

Agreement of text and reference list: References cited **MUST** appear in the reference list and each entry in the

reference list **MUST** be cited in the text

List references in alphabetical order by the surname (last name) of the first author of each reference. Do not change the order of the authors of the text

Samples: (All should be double-spaced.):

Book: Last name, initial(s). (date). *Title in italics* (edition number.). City, State abbreviated in 2 letters: Publisher. For publisher's name leave off Co., and Inc., but keep Books, and Press

Carpenito-Moyet, L. J. (2008). *Nursing diagnosis: Application to clinical practice* (12th ed.). Philadelphia, PA: Lippincott Williams & Wilkins.

Ignatavicius, D. D., & Workman, M. L. (2010). *Medical-surgical nursing: Patient-centered collaborative care* (6th ed.). St Louis, MO: Elsevier Saunders.

Taylor, C., Lillis, C., Lemone, P., & Lynn, P. (2008). *Fundamentals of nursing: The art and science of nursing Care* (6th ed.). Philadelphia, PA: Lippincott Williams & Wilkins.

Edited Book: same as for book (see above), but add (Ed. or Eds.) behind list of editors' names.

Author, J. S. (2008) Title of chapter. In T. S. Editor (Ed.), *Title of the book* (pp. 100-205). City, State: Publisher

Journal Article: Last name, initial(s). of author(s). (date). Title of article. *Title of Periodical in Capital Letters, volume number*(issue number), page numbers.

Johnson, S. T. (2000). From incontinence to confidence. *American Journal of Nursing, 100*(2), 69-70, 72-74.

Electronic/Internet Sources [6.32, 7.01]

Include the DOI (digital object identifier) – copy and paste this number when possible into the reference list as the DOI string can be a long list of numbers. The DOI is usually located at the top of the first page of the article.

If you are retrieving the article from a database such as EBSCO, the DOI may not be visible. To look up the DOI, go to

<http://www.crossref.org/guestquery/>

If the DOI is not available, then provide the URL (uniform resource locator) of the journal home page.

No retrieval date is needed.

Underwood, H., & Findlay, B. A. (2004). Internet relationships and their impact on primary relationships.

Behavior Change, 21(2), 127-140. doi:10.1375/behc.21.1.1227.55422

Please see the *APA Publication Manual* (2010, 6th ed) in the Skills Lab for information. Or go to <http://www.apastyle.org/>

Another great resource for APA format is the Purdue On-line Writing Lab <http://owl.english.purdue.edu/owl/resource/560/01/>