APA for Nursing Students

APA style is a standard method of presenting written information in the science disciplines that ensures consistency and clarity in the presentation of written material for publication. The most current APA style information comes from the *Publication Manual of the American Psychological Association*, 6th edition.

Basic APA Style tutorial: https://www.apastyle.org/learn/tutorials/basics-tutorial.aspx

Citation of references and manuscript formatting are the most common concerns of TTC nursing students. Listed below are section and page references for specific information:

The Writer's Issue:	APA Manual 6th edition section/page #
Using Quotations	6.03 pp. 170-171
Reference Citations in Text	6.11 pp. 174-179 (secondary sources p. 178)
Reference Citations on Reference Page:	6.22 pp. 180-192
Basic Citation Styles Chart	6.15 p. 177
Reference examples	Chap. 7 pp. 193-224
Index of citation forms-- *an index to the numbered reference example items within chap. 7*	pp. 193-198
Legal Materials (Nursing Practice Act, ect.)	A7.05 pp. 221-223
Sample Papers	pp. 41-59 (see corrections to first printing @ www.APAstyle.org)
Preparing the Manuscript	8.03 pp. 228-231 and 2.01-2.02 pp. 23-24
Margins/font/typeface/spacing/indentation	p. 228-230
Page numbers and manuscript page headers	p. 230
Title of manuscript/author's name (byline)	pp. 23-24
Title Page, including running head	p. 229
The Mechanics of Style (punctuation, ect.)	Chap. 4 pp. 87-124
Commas	p. 88
Capitalization and italics	pp. 101-106
Quotation Marks	pp. 91-92
Semicolons and colons	pp. 89-90
Parentheses	pp. 93-94
Spacing after punctuation	p. 87
Hyphenation	pp. 97-100
Abbreviations	pp. 106-111
Numbers	pp. 111-114
Grammar	pp. 77-86

Setting up the Title Page:

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Margins, line spacing, paragraphs: Use margins of at least one inch on all sides. (In Word 2013, go to Page Layout, Margins, and choose Normal-- 1" on all sides). **Double space the entire paper** (including title page, quotations, notes, and the list of references), with no extra blank lines between paragraphs (remove extra lines by clicking the dropdown for line and paragraph spacing just above Paragraph on the Home tab, then click Remove Space After Paragraph). Indent the first line of each new paragraph a half-inch on the left. Indent the first line of each new paragraph a half-inch on the left. Indent set-off block quotations one inch on the left. Left margin only should be justified. Use 12-point serif typeface (Times New Roman, Courier, ect.)

Page numbers and running heads: APA format requires use of a running head, which is an abbreviated title, aligned left in the Header area (half an inch from the top edge of the paper). The page number is aligned right in the Header area. Begin page numbering with the title page (page 1), and number pages consecutively. Type the running head in all capital letters, except for the words "Running head:" (Note: Don't capitalize the "h" in the word head.) The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces. The running head should appear on each page of the manuscript; however, the words "Running head" appear only on the title page. (see section 8.03, pp. 228-231, in the APA Publication Manual, 6th ed.)

To add header in Word 2013

1. Go to Insert
2. Select Header
3. Choose Blank
4. Check the Box for "Different First Page."
5. Type **Running head:** and your **ABBREVIATED TITLE** (in all caps, not in bold!)
6. Tab twice and type the numeral 1.
7. Highlight the info you just typed into the header area, right click or go to the Home tab, and change the font to Times New Roman 12 pt. (to match the font of your text).
8. Double click out of or close Header

On the second page of the paper

1. Click in the Header area
2. Page Number
3. Top of Page
4. Plain Number 3 (this automatically numbers remaining pages)
5. Type ABBREVIATED TITLE (all caps)
6. Tab twice, highlight the abbreviated title and the number 2
7. Change the font
8. Double click out of or close Header.

Title Page-- The title page should include a running head, the full title of the paper, author byline, and institutional affiliation. Center the title of the paper on the upper half of the page.

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Your name (author byline) and your affiliation (Trident Technical College) go on separate lines below the title. Only include other information on the title page if directed to do so by your instructor. Don't italicize or underline your own title or put in quotation marks. **Note: Also type the complete title on the first line of the first page of your manuscript—usually page 2. It's easy to copy and paste the full title from the title page.**

Running head-- Lowercase "h" in head. One space after: (APA 8.03). Use the words "Running head:" only on the title page but include the abbreviated title (in all capital letters) on every page of the paper (See next page for example). All uppercase letters for partial title (no more than 50 characters) (APA 8.03).

Title, Name, & Affiliation-- Full title of the paper typed in upper and lower case letters followed by your name and affiliation (APA 2.02). Centered on upper half of page & double-spaced.

The following pages shows an example of the *title page* of an APA style paper and the format of the first page of the text of an APA style paper.

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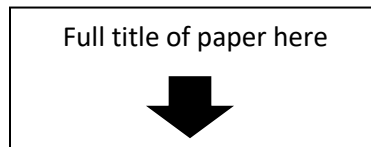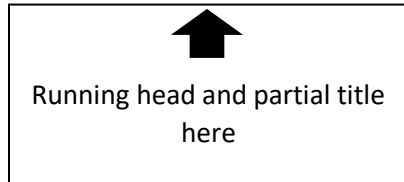
Running head and partial title here

Full title of paper here

The Diabetic Foot and It's Effects on General Health

Jane Smith

Trident Technical College

Your name & affiliation

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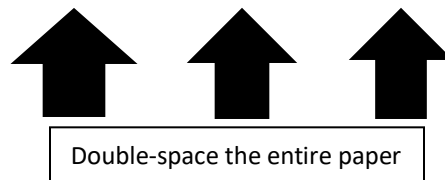
The Diabetic Foot and Its Effects on General Health ←

> Repeat the full title of the paper as the first line of text.

   The diabetic foot is a condition that often is considered in relation to other conditions that

may affect the overall health of the diabetic patient. Foot problems tend to occur most frequently

in those diagnosed early…

> Double-space the entire paper

Repeat the **running head** <u>title</u> on each page of the text. The **full title** of the paper is repeated *on the first page* of the text, **not on every page.** If your instructor asks you to label a section such as "Introduction," center the label term on the page. The text is **double-spaced.** Indent the **first** line of each paragraph ½". Refer to **Chapter 2** in the APA Manual (6th ed.) for sample APA papers and information about manuscript elements.

Chapters 6 & 7 in the APA Manual, 6th ed., deal with references and citing sources

Notes on info to include for articles located through a database:

➢ Including database information in citations is not necessary (APA Manual p. 192).
➢ When referencing a print article obtained from an online database, provide the print citation information, in the same format as you would use to cite a print article. You may include the item number or accession number or database URL at the end, but this is not required, according to the APA Manual.
➢ When citing a database article that is available in other places, such as journal or magazine, include the homepage URL for the journal for the journal or magazine.
➢ For articles that are easily located, do not provide database information.

Points to remember when putting together a reference list:

1. Author name is written last name, first initial (ex. Doerr, H. & Murray, W.) Do not include credential acronyms (ex. MSN)
2. Date is placed in parentheses, (ex. 2008)

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3. Title of article is written in lower case with only the first letter of the word in uppercase. If a colon is used within the title (to indicate a subtitle), the next word after the colon has the first letter of the first word in upper case.
4. The journal name is written in upper and lower case. It is always italicized.
5. The volume number is italicized but the issue number is not. The issue number is placed within parentheses, ex. 14(2). There is no space between the volume number and the parentheses.
6. Alphabetize the list by the first author's (of each entry) last name. Do not change the order of listed authors of the article.
7. Use ½-inch hanging indent. Don't use extra lines between citations.
8. The entire paper should be double-spaced, with 1-inch margins.

The following shows an example of a References page at the end of the paper-

References

Doerr, H., & Murray, W. (2008). How to build a successful simulation strategy: The simulation learning period. In R. Kyle & W. Murray (Eds.), *Clinical simulation: Operations, engineering and management* (Chapter 80). New York, NY: Elsevier.

Nickerson, M., & Pollard, M. (2010). Mrs. Chase and her descendants: A historical view of stimulation. *Creating Nurse* 16(3), 101-5. Retrieved from http://www.ingentaconnect.com/content/springer/crnu

Winterbottom, F. (2012). Nurses' critical role in identifying sepsis and implementing early goal-directed therapy. *The Journal of Continuing Education in Nursing*, 43(6), 247-8. https://doi.org/10.3928/00220124-20120523-33

The Difference between Format and Style

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Format usually refers to the mechanics of how a piece of writing is presented. This includes manuscript elements such as margins, spacing, headers, font choice, and the order and position of information for citations.

Use a style manual (such as the *Publication Manual of the American Psychological Association)* as a reference for the requirements of a particular format.

Style usually refers to how the information is written and includes such as issues as word choice, tone, sentence structure, use of punctuation, paragraph development, and order of information. The rules of APA style assist reading comprehension in the social and behavioral sciences by ensuring **clarity of communication.** According to apastyle.org, the rules "move the idea forward with a **minimum of distraction** and a **maximum of precision**."

Pages 65-70 in the *APA Publication Manual* address the **writing style**.

Grammar and usage rules: see pages 77-86 of the APA Publication Manual

This handout, revised according to the 6th edition of the APA Publication Manual, offers examples for the general format of APA style. For more information, please consult the *Publication Manual of the American Psychological Association*, 6th edition.

Visit **The Writing Center (Building 510/Room 137)** for help with APA writing. Individual writing assistance appointments are 30 minutes long and may be scheduled in advance for your availability. Call 574-6623 to schedule.

Visit the APA website for additional information about APA style:

APA style home page: http://www.apastyle.org/apa-style-help.aspx

APA style blog: http://blog.apastyle.org/apastyle/

Flowchart for DOIs and URLs:
https://blog.apastyle.org/.a/6a01157041f4e3970b0120a58ce3ed970b-popup