

Tips for Using APA Format in the Nursing Program

General Guidelines:

One inch margins on all sides (ragged right margin)

Times New Roman or Courier font / 12 point font

Double space **entire** paper

Use headings to organize paper: Do not end a page with a heading

Indent paragraphs 5 spaces / each paragraph should have 2 or more sentences

Proper grammar, spelling and punctuation is **essential!** **Proof-read** paper **before** it is submitted.

Title Page:

Top right corner of page:

Page header (shortened title) & page number (need 5 spaces between header & page number)

Page header and page number should appear on ALL pages of document

Title of Paper:

Centered on page (capitalize all major words): should be descriptive / specific to topic

Followed by writer's name and affiliation (name of school)

All centered, on separate lines, double-spaced

Text of Paper:

Title of Paper:

Three lines below page header, centered with all major words capitalized

Do not **bold**, underline or *italicize* the title of the paper

Introduction:

Two spaces below title of paper, the introduction to the paper begins

No need to label it as "Introduction"

Describe the purpose and overall content of the paper (usually 1-2 paragraphs in length)

Body of Paper: All lines are double-spaced

Includes the content of the paper: research, client data, writer's interpretations, etc

Do not use **1st person** (i.e I studied) unless writer is sharing their opinion

Use **3rd person or passive voice** (i.e. The study showed...)

Use headings throughout this section to organize your work / guide the reader

Use references throughout this section (to identify where information was obtained)

Conclusion:

Last paragraph(s) of paper: summarizes key points / lets reader know paper is finished

Reference Page(s): Pay close attention to punctuation, capitalization, and italics.

List of references begins a new page and is titled: References (no **bold**; no underline)

List is alphabetized by **first** (main) author's last name

Use author's last name , initials; no titles or credentials

First line of entry is at left margin; subsequent lines indent 5 spaces; double-space throughout

References listed must be used in the paper / All references used in the text must be on the Reference list

Specific client / health care facility is not included in the reference list

Citing Sources: In Text / On Reference Page: Note punctuation and options.

Paraphrased information: synthesis or summary of someone else's ideas (using your own words)

Need to cite: (Author's last name, year of publication)

In text: Utilizing APA format in your writing acknowledges another's original work, thereby avoiding plagiarism (Perrin, 2007). **OR**

According to Perrin (2007), utilizing APA format in your writing acknowledges another's original work, thereby avoiding plagiarism.

On reference page: Perrin, R. (2007). *Pocket guide to APA style*. (2nd ed.). Boston: Houghton Mifflin.

Direct quotes: using exact words from a source

Short quotes with fewer than 40 words: incorporate in text, enclosed by quotation marks

Need to cite: (Author's last name, year of publication, page number).

In text: "A stated objective is a brief, well-focused statement that describes a research paper that presents information" (Perrin, 2007, p. 3).

Quotes with 40 or more words: indent quote in block format with NO quotation marks

Perrin (2007) notes:

A quotation of 40 or more words is set off from a normal paragraph in an indented block paragraph. After introducing the quotation, start the quotation on a new line, indented five spaces (use the "indent" feature to maintain the five-space indentation throughout the quotation). (p.70)

Examples of Various Reference Materials:

Book: on reference page: All lines are double-spaced / note punctuation / italics.

Broyles, B. E., Reiss, B. S., & Evans, M.E. (2007). *Pharmacological aspects of nursing care*. (7th ed.). Clifton Park, New York: Thomson Delmar Learning.

In text: (Broyles, Reiss, & Evans, 2007) **First time used**

(Broyles et al., 2007) **Second & subsequent uses**

Attention: If reference only has two authors, list both authors every time it is used in the text

If reference has 3 – 5 authors, list all authors the 1st time, then use et al. for subsequent uses

If reference has more than 5 authors, use et al. for ALL uses

Book with Organization as Author: on reference page:

American Psychological Association. (2001). *Publication manual of the American Psychological Association*. (5th ed.). Washington, DC: Author.

In text: (American Psychological Association [APA], 2001). **First time used**

(APA, 2001). **Second & subsequent uses**

Journal / Magazine: on reference page: All lines are double-spaced / note punctuation / italics.

Jones, G. (2001). Role of reference elements. *Prevention Research*, 21(5), 117-123.

In text: (Jones, 2001).

Electronic Retrieved Material (On-line / Internet): on reference page: All lines are double-spaced.

Jones, G. (2001). Role of reference elements. *Prevention Research*, 21(5), 117-123. Retrieved

October 13, 2001, from <http://jbr.org/articles.html>

In text: (Jones, 2001).

***If you have other types of sources or any questions, please use your APA book or ask the instructor!!**