



APA Guide

For complete information use: *Publication Manual of the American Psychological Association* WZ 345 P976 2001

General Guidelines

Margins: One inch on all sides (top, bottom, right and left)

Font size: 12-point

Font type: Times New Roman, Courier, or similar font

Spacing: Double-space the entire document including: title page, abstract, body, references

Alignment: left justified, leaving the right margin uneven **Paragraph:** indent one half inch (1/2 inch)

Page numbering: Place the page number on the right margin one-half to one inch from the top

Page headers: A short version of the title should be on the same line with and five spaces to the left of the page number.

Hyphens: No hyphenation is allowed at the end of a line.

Italics: Use italics for book titles and periodical titles.

Capitalization: In the Reference list only, for book and article titles, capitalize only the first word, any proper nouns, and the first word of the subtitle.

Punctuation spacing: One space after all punctuation marks—commas, colons, semicolons, periods at the end of a sentence, periods after initials in personal names, and periods that separate parts of a reference citation.

APA Web Information

<http://www.wisc.edu/writing/Handbook/DocAPA.html> (University of Wisconsin)

http://www.lib.usm.edu/help/style_guides.html (University of Southern Mississippi)

http://owl.english.purdue.edu/handouts/research/r_ap.html (Purdue University)

Reference Citation in Text

References should be cited within the body of your paper, using the author's last name and the year of publication. For example:

In a recent study (McKee, 1999) . . .

Rodgers and Knight (2000) reported . . .

In 1999 Kelly examined . . .

As demonstrated (Little & Jones, 1998) . . .

Citing a work found in a secondary source:

Parse's nursing theory (as cited in Smith, 2002) states . . .

In citing a work with no author, use a short title in quotation marks, and the year:

PTCA is a recommended treatment ("Cardiac Alert," 2002).

Cite an interview or e-mail as below. Do not include these in your reference list.

(E. C. Hansen, personal communication, October 31, 2001)

In citing a work with no date, use the author's last name and n.d. Example: (Smith, n.d.)

To cite the Bible, note the chapter and verse and put the version used after the first citation. Do not include in your reference list:

Jn. 3:17 (The Jerusalem Bible)

Print Reference Examples

Book-One author

Strasen, L. L. (1992). *The image of professional nursing: Strategies for action*. Philadelphia: J. B. Lippincott.

Book-Two authors

Becan-McBride, K., & Garza, D. (1996). *Phlebotomy handbook* (4th ed.). Stamford, CT: Appleton & Lange.

Book-Editor

McDonnell, T. P. (Ed.). (1996). *A Thomas Merton reader*. New York: Doubleday.

Book-Article or chapter

Brykczynski, K. A. (2002). Patricia Benner. In A. M. Tomey, & M. R. Alligood, (Eds.), *Nursing theorists and their work* (5th ed., pp. 165-185). St. Louis, MO: Mosby.

Print Journal Article-One Author (Volume paged continuously)

Ott, W. J. (2000). Intrauterine growth restriction and Doppler ultrasonography. *Journal of Ultrasound in Medicine*, 19, 661-668.

Print Journal Article-Two Authors (Volume paged continuously)

Ling, M. S., & Luker, K. A. (2000). Protecting children: Intuition and awareness in the work of health care visitors. *Journal of Advanced Nursing*, 32, 572-579.

Print Journal Article-With issues paged separately (Each issue begins with page one)

Dobbin, K., & Tasota, F. J. (2000). Weaning your patient from ventilation. *Nursing*, 30(10), 41-47.

Electronic Reference Examples

Web Site Resources

- A journal article from a database (like EBSCO) is one that was previously published in print and is now using the database to deliver the article.
- An electronic journal is published directly on the web. The issues are published periodically and the older issues remain unchanged and available for searching.
- A web site is a single electronic publication that can be revised, updated and changed.

Articles from Electronic Databases

Gale Virtual Reference Library

Carson J. (2006). Cancer. In *Gale encyclopedia of medicine* (3rd ed., Vol. 2, pp. 701-709) Detroit, MI: Gale.
Retrieved February 14, 2007, from Gale Virtual Reference Library database.

EBSCO

Barkley, R. A., Fischer, M., & Smallish, L. (2002). The persistence of attention deficit hyperactivity disorder into young adulthood. *Journal of Abnormal Psychology*, 111(2), 279-290. Retrieved June 19, 2002, from EBSCO Academic Search Premier database.

Micromedex

Acute bronchitis: Discharge care. (2007). Retrieved August 6, 2007, from Thomson Micromedex Care Notes database.

Journal Article (no author) published directly on a web site

Premenstrual syndrome: Getting relief. (1998). *American Family Physician*, 60(3). Retrieved October 19, 2000, from <http://www.aafp.org/afp/980700ap/980700c.html>

Online Dictionary

Hypnotism. (2000). In *The American heritage dictionary of the English language*. Retrieved August 6, 2007, from <http://www.bartleby.com/61/>

Report (no author, no date) published on a government or organization web site

Iowa Department of Public Health. (n.d.). Access to quality health services. In *Healthy Iowans 2010* (chap. 1). Retrieved July 16, 2001, from http://www.idph.state.ia.us/sa/h_ia2001/contents.htm

World Health Organization. (1999). *World health report 2000: Improving performance*. Retrieved October 19, 2000, from <http://www.who.int/whr/2000/en/report.htm>

Document from a college or university web site

Stevens, K. R. (2006). *Competencies for evidence based practice*. Retrieved August 6, 2007, from University of Texas Health Science Center at San Antonio, ACESTAR Web site: <http://www.acestar.uthscsa.edu>

Quotations

Short quotations (Less than 40 words)

Enclose in quotes “ ” Cite author(s) and year of publication. Use (n.d.) if there is no date.

Example: Cunningham (2001) found that “the extent to which fathers participate in household tasks when their sons are very young influences the sons’ participation in those tasks 30 years later” (p. 192).

Long quotations (More than 40 words)

Block format indented one half inch (1/2”) from left margin. Normal (unjustified) right margin.

Example:

Cunningham (2001) states the following:

Parental influences may also be important later in the life course. Specifically, adolescence may constitute a period in which children’s lives are directly affected by parents’ behaviors and attitudes regarding housework. Adolescents are commonly responsible for more household tasks than young children. (p. 191)

Web site quotations from an organization site: If there are headings in the document, cite the heading and the paragraph number.

“Confusion in identifying patients and miscommunication among caregivers will be the focus of the National Patient Safety Goals for 2003” (Joint Commission on Accreditation of Healthcare Organizations [JCAHO], 2002, News Release section para. 1).

Multiple authors

2 authors: Cite both names each time. Ex.: Masters and Johnson (1966).

3-5 authors: List all authors the first time, each other time use first author and “et al.”

Example: Munoz, Glish, Soo-Hoo, and Robertson (1982)
Munoz et al. (1982)

6 or more in citations, cite first author and “et al.” for each citation.

Example: Thomas et al. (1999) reported on Acute Renal Failure.
6 or more in References, list first 6 authors and “et al.”

Headings

The **first level** of heading is centered. Use normal type style and upper case at the beginning of each important word.

The **next level** of heading, if needed, is at the left margin, italicized and uses upper case for the beginning of each important word.

If an **additional level** is needed, indent one half inch (1/2") from the left margin. Use italics and upper case at the beginning of the first word. Punctuate with a period and begin your text after one space.

Example:

Case Study (Title of paper centered on top line of page 2)

Nursing Roles (First level heading)

Patient Education (next level)

Lesson plan. (additional level) Text of paper continues on same line.

Series

Elements in a series within a sentence or paragraph: Identify items by using lower case letters in parentheses.

Example: The three areas of change are (a) perception, (b) cognitive interference, and (c) motivation.

Elements in a series with separate paragraphs: Indent ½ inch. Use numbers followed by a period.

Example:

1. Plan your travel. Get all directions and room information ahead of time, so you know exactly where you need to go.
2. Dress conservatively. Traditional dress is best. You want the interviewer to focus on what you are saying, not what you are wearing.

Numbers

Use figures for all numbers 10 and above. (Except ages: 3-year-olds and dates: 2 weeks)

Use words for numbers that begin a sentence or title.

Use words for common fractions. Examples:

One half of the group was administered the traditional therapy.

Nearly three-fourths agreed with the statement.

Student Paper Checklist

- Is the entire paper double-spaced?
- Are margins one inch?
- Are the title page and references on separate pages and in the correct sequence?
- Are all pages numbered consecutively beginning with the title page?
- Is the title no more than 10 to 12 words?
- Is the title page in the correct format?
- Does each paragraph contain more than one sentence?
- Are all references in the reference list also cited in the text?
- Do text citations and references agree (spelling and date)?
- Are journal titles spelled out?
- Are the references arranged alphabetically by author surname or first important word of the title if no author is listed?
- Are page numbers for all articles and book chapters included?
- Is the spacing after punctuation correct?
- Does the paper have an introduction, body, and summary?
- Is the title repeated on the first page of the text (top of page 2)?

Nursing Ethics in America

Student Name

Mercy College of Health Sciences

References

- American Academy of Family Physicians. (2002). *Anxiety disorders* [Brochure]. Leawood, KS: Author. ["Author" here means that the group serving as the author is also the publisher.] Pamphlet
- Bandman, E. L., & Bandman, B. (2002). *Nursing ethics through the lifespan* (4th ed.). Upper Saddle River, NJ: Prentice Hall. Book Edition
- Carson, R. (2006). Cancer. In *Gale encyclopedia of medicine* (3rd ed., Vol. 2, pp. 631-639). Detroit, MI: Gale. Encyclopedia Article
- Dreyfus, H. L., & Dreyfus, S. E. (1996). The relationship of theory and practice in the acquisition of a skill. In P. Benner, C. A. Tanner, & C. A. Chesla, (Eds.), *Expertise in nursing practice* (pp. 29-47). New York: Springer. Book Chapter
- Flatt, M. (2001). The code of ethics for nurses. *Michigan Nurse*, 74(2), 9. Retrieved July 17, 2001, from EBSCO CINAHL database. CINAHL Article
- Koloroutis, M., & Thorstenson, T. (1999). An ethics framework for organizational change. *Nursing Administration Quarterly*, 23, 9-17. Retrieved July 17, 2001, from EBSCO Health Source: Nursing/Academic database. EBSCO Article
- Master Communication Group (Producer). (2004). *Understanding different cultural values and styles* [DVD]. (Available from Films for the Humanities and Sciences, P. O. Box 2053, Princeton, NJ 08543) Film [DVD] or [VHS]
- Partnership for Caring. (2001). Talking about your choices. Retrieved July 17, 2001, from http://www.partnershipforcaring.org/Advance/talking_set.html Website article Association site
- Stem cell project planned. (2002, December 11). *The Des Moines Register*, pp. A1, A5. Newspaper
- Valdecoxib. (2002). Retrieved December 10, 2002, from <http://www.nlm.nih.gov/medlineplus/druginfo/medmaster/a60211.html> Website article No author
- Weber, J. (Producer). (2007). *Class of 2007 farewell address*. Podcast retrieved May 29, 2007, from <http://www.youtube.com/watch?v=0EITUfDK> Podcast/ Online Video

