
For complete information use: Publication Manual of the American Psychological Association WZ 345 P976 2010

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)
Running head: On the title page, at the left margin, (one-half to one inch from the top) type Running head: followed by a short version of the title in all upper case letters. Use only the SHORT TITLE on each other page. (Use the header feature of your word processor and check Different first page under the Layout tab of Page set-up.)
Page numbering: Place the page number on the same line as the running head at the right margin.
Hyphens: No hyphenation is allowed at the end of a line.
Italics: Use italics for book titles and periodical titles, and Website 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: Two spaces following punctuation at the end of a sentence. One space after all other punctuation, except for abbreviations which have no spaces. (n.d. U.S.)

APA Web Information

http://www.muhlenberg.edu/library/reshelp/apa_example.pdf (Muhlenberg College)
http://www.nova.edu/library/dils/lessons/apa/index.htm (Nova Southeastern University)
http://owl.english.purdue.edu/owl/resource/560/01/ (Purdue University)

Reference Citation in Text

Each Reference should be cited within the body of your paper, using the author’s last name and the year of publication. APA requires the use of page or paragraph numbers for direct quotations and encourages them for paraphrases. For example:
In a recent study (McKee, 2009, p. 27) . . .
In 2009 Kelly examined . . . (para. 6).
Rodgers and Knight (2008) reported . . . (pp. 678-679).
These results were . . . (Little & Jones, 2008, p. 95).

Citing a work found in a secondary source:
Parse’s nursing theory (as cited in Smith, 2009) states . . . (p.348). Put Smith’s work in the References

In citing a work with no author, use a short title in quotation marks, and the year:
PTCA is a recommended treatment (“Cardiac Alert,” 2008, p. 87).

Cite an interview or e-mail as below. Do not include these in your reference list.
(E. C. Hansen, personal communication, October 31, 2009)

In citing a work with no date, use the author’s last name and n.d. Example: (Smith, n.d., p. 46).

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

Lippincott.

Book-Two authors


Book-Editor

**Book-Article or chapter**


**Print Journal Article-One Author (Volume paged continuously)**


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


**Electronic Reference Examples**

**Articles from Electronic Databases**

**EBSCO (Article with a digital object identifier—doi)**


**EBSCO (Article without a digital object identifier—doi) [MCHS specific APA variation]**


**Gale Virtual Reference Library [MCHS specific APA variation]**


**Micromedex [MCHS specific APA variation]**


**Nursing Consult [MCHS specific APA variation]**


**Online Dictionary or reference work**

Report (no author, no date) published on a government web site
Retrieved from http://www.idph.state.ia.us/sa/h_ia2001/contents.htm

Document from a college, university, or association web site

Document from a web site with no author or sponsor organization
(Avoid using such sources if possible since the authority of the source cannot be determined.)


**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 (2010) 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 (2010) 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 2009” (Joint Commission on Accreditation of Healthcare Organizations [JCAHO], 2008, 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 (2009)
Munoz et al. (2009)

6 or more in citations, cite first author and “et al.” for each citation.
**Example:** Thomas et al. (2007) reported on Acute Renal Failure.

7 or more in References, list first 6 authors, insert 3 ellipses ( . . .) and the last author’s name.
Headings

The first level of heading is centered. Use bold type style and upper case at the beginning of each important word. The next level of heading, if needed, is at the left margin, bold and 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 bold 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. OR use bulleted lists for three or more elements. Capitalize and punctuate as for a sentence. Example: The three areas of change are

- perception,
- cognitive interference, and
- motivation (Smith & Jones, 2009, p. 27).

Elements in a series with separate paragraphs: Indent ½ inch. Use a numbered or bulleted list. 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 date approximations (about ten days) 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, in italics, and each important word capitalized?
- 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 and centered 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. (2007). *Anxiety disorders* [Brochure]. Leawood, KS: Author. [*“Author” here means that the group serving as the author is also the publisher.*]


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