APA Guide


**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.
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.

**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_apa.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**


**Book-Two authors**


**Book-Editor**

Book-Article or chapter

Print Journal Article-One Author (Volume paged continuously)

Print Journal Article-Two Authors (Volume paged continuously)

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

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
Retrieved February 14, 2007, from Gale Virtual Reference Library database.

EBSCO

Micromedex

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


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


Document from a college or university web site


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.]


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)


