

APA Sixth Edition Guidelines for Paper Formatting in the College of Nursing Program

Nursing A. Student (note first name, middle initial, and last name)

University of Arizona

## APA Sixth Edition Guidelines for Paper Formatting in the College of Nursing Program

**Title Page (2.01- 2.03)**

The title page must contain the following items: Running Head, Page Number, Title, Author Name, and Institutional Affiliation.

**Running Head**

An abbreviated title should be used as the running heading.

- Begins one-half inch from top of page
- Flush left at the top of all pages
- All UPPER CASE LETTERS (same font size as rest of paper)
- Maximum of 50 characters (including spaces, punctuation, etc.)

**Title**

The title should provide a simple summary of the main ideas of the paper.

- 10-12 words recommended length
- Centered in upper half of page
- Use Title Case Capitalization in the Title
- If the title is more than one line, double space between the lines

**Byline and Institutional Affiliation**

The byline and institutional affiliation provides the author's full name, middle initial and the location where the author completed the research/investigation.

- Center the author's name on the page, one double spaced line below the title
- Center the institutional affiliation on the next double spaced line below the author's name

**Abstract (2.04, 8.03)**

If your instructor requires an abstract, you will need to write a single paragraph overview of your essay, which should include your main idea and your major points and findings/implications. It should be no longer than 120 words. The abstract appears on its own page immediately after the title page (page 2). Type the word 'Abstract', centered, at the top of the page. The abstract does not have paragraph indentation and is double spaced. It is okay to use abbreviations if they are explained on first use and use digits for all numbers (except if starting a sentence).

**Text (8.03-8.07)**

The first page of text (page 2) should begin with the title centered, with title case capitalization, and not italicized or bold. Double space before the first heading or before the text begins.

**Page Numbers (8.03)**

Using the automatic page numbering function of your word processing program, number all pages in the upper right hand corner consecutively beginning with the title page and on the same line as the running head.

**Running Head (8.03)**

Identify each page of your paper with a running head which is the first two or three words from the title. The running head should appear in the upper left hand corner, 1' from the left-hand edge of the page.

**Margins (8.03)**

Leave a margin of 1" at the top, bottom, left, and right of every page.

**Paragraph and Indentation (8.03)**

Indent the first line of every paragraph using the tab key set at five to seven spaces or one-half inch. The only exceptions to these requirements are the abstract, block quotations, titles and headings, table titles and notes and figure captions.

**Font (8.03)**

Left justify a 12 point serif font such as Times New Roman. Text should be double spaced (please note that in order to save space, this document was not double spaced). Use this same font and size in the entire paper, including reference page and headers.

**Line Spacing (8.03)**

Double-space between all text lines of the paper, after every line in the title, headings, quotation, references and figure captions.

**Headings (3.02, 3.03)**

Start each section of your paper with a heading to indicate the organization of your paper. The number of levels of organization you need will determine which levels of headings to use. For most of the papers you write, you will need no more than two to three levels of headings. A two level paper would utilize Level 1 and 2; a three level paper would utilize Level 1, 2, and 3.

Level 1 – **Centered, Boldface, Title Case Capitalization**

Level 2 – **Flush left, Boldface, Title Case Capitalization**

Level 3 – **Indented, boldface, sentence case capitalization ending with a period.**

Level 4 – *Indented, boldface, italicized, sentence case capitalization ending with a period.*

Level 5 – *Indented, italicized, sentence case capitalization ending with a period.*

### **Abbreviations and Numbers (4.22-4.40)**

If you use an abbreviation, the term, when it first appears in the text must be written out completely and followed, in parentheses, by the abbreviation. For example, "...as a result of increased left ventricular end diastolic pressure (LVEDP)...". Certain scientific measurements may be abbreviated without first explaining the abbreviations (i.e.: mmHg, mEq, ml. [4.27]).

Numbers below 10 that are not representing a measurement are expressed in words. Numbers above 10 and/or are representing a measurement are expressed in numbers, for example: "...a dose of 5 mg...", "...the patient is a 25 year old male...", "... the patient repeated the exercise three times..."

### **Citation of Sources (6.03-6.32)**

Whether quoting directly or paraphrasing ideas from another author, you must cite the source.

### **Direct Quotes (6.03)**

When using a direct quotation, place quotation marks at the beginning and the end of the quotation. The citation should include author's last name, year of publication, and the page number from which the quote came. For example:

"Dyspnea is the subjective sensation of uncomfortable breathing; the feeling of inability to get enough air" (Brashers, 2000, p. 240).

If the quote is longer than 40 words, it should stand alone, indented, and should not be enclosed in quotation marks. For example:

The "placebo effect" which had been verified in previous studies, disappeared when behaviors were studied in this manner. Furthermore, the behaviors *were never exhibited again* [italics added], even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fox, 1979) were clearly premature in attributing the results to a placebo effect (Miele, 1993, p. 276).

Any changes to the original author's work must be noted in brackets [] with the exception of omissions which must be indicated with ... (see example above).

### **Paraphrasing (6.04-6.11)**

When paraphrasing an author's words or ideas, cite the source by placing the author's last name and year of publication in parenthesis following the paraphrase. It is recommended that you also include the page number, but it is not necessary (you may find it helpful when you are using your paper as a resource in the future). For example:

Patients with left ventricular failure commonly wake up at night with severe dyspnea that is relieved only by sitting up or standing (Brashers, 2000).

If the author's name is used as a part of the sentence, it should be followed by the year of publication in parenthesis.

According to Brashers (2000), patients with left ventricular failure commonly wake up at night with severe dyspnea that is relieved only by sitting up or standing.

### **Multiple Authors (6.12)**

When you cite a work by two authors in your text, always include both surnames. When citing a work by three, four, or five authors, list all of the authors the first time you cite the work, and then provide the first author's name followed by et al. for subsequent citations. When citing works by six or more authors, you need only provide the first author's surname followed by et al.

### **Punctuation with Citations (6.09)**

Citations follow the final quotation marks in direct quotes but come before the period. Only use punctuation that is necessary to preserve the meaning of the sentence. When a citation comes at the end of a sentence, the period is outside of the final parenthesis.

### **When to Cite\***

You should make an effort to paraphrase ideas as often as possible to show your comprehension and synthesis of an idea unless the direct quote is so powerful that it is essential it remain untouched. This will make your argument and paper much stronger than if you simply quote other authors' verbatim. You need to include a citation for each idea that you have borrowed from another source (this includes when paraphrasing). In some cases, this may mean that you will have a citation for every sentence in a series of sentences. Also, note that if you cite the same author twice or more within one paragraph, you will need to include the year. For example:

Brashers (2000) found normally, the lungs are kept ‘dry’ by lymphatic drainage and a balance among capillary hydrostatic pressure, capillary oncotic pressure, and capillary permeability. In the case of left ventricular failure, however, increasing filling pressures on the left side of the heart cause pulmonary capillary hydrostatic pressure to increase (Brashers, 2000).

**\* When in doubt, include a citation!** The consequences of not citing correctly are listed in the University of Arizona’s Code of Academic Integrity. The consequences can include written warning, disciplinary probation, loss of credit for work involved, reduction in grade, failing grade assigned to course, suspension, expulsion, or other sanctions imposed by the University Hearing Board. For more information on academic integrity procedures, please see the full code at: <http://deanofstudents.arizona.edu/codeofacademicintegrity>.

## References (6.22-7.11)

### Format of Reference List

Type the word ‘References’, centered at the top of the page. The reference list should be double spaced; in a *hanging indent* format, meaning that the first line of each reference is set flush and subsequent lines are indented. Entries should be alphabetized according to the first author’s last name. The format of each reference will depend on the type of reference. Each reference usually contains the author, year of publication, title and publishing information – all of the information someone would need if they wanted to find this article. Refer to sections 7.01-7.11 for information on how to cite different types of sources.

Be aware of what type of source you are using and cite them appropriately. For example, chapters in your textbooks can have different authors. Therefore, in your paper, cite the chapter author and your reference is formatted as an article or a chapter in an edited book.

### Text and Reference List Must Agree

If you cite a source in your text, that source must be on the reference list. If you include a source on your reference list, you must cite it in your text.

### Multiple Authors (6.27)

List all authors’ names for works with up to and including seven authors. References for works by eight or more authors include the first six authors’ names followed by three ellipses and add the last author’s name.

**Common Examples (6.27)****Journal**

Chen, Y. C., Del Ben, K. S., Fortson, B. L., & Lewis, J. (2006). Differential dimensions of death anxiety in nursing students with and without nursing experience. *Death Studies, 30*, 919-930.

**Journal with DOI**

Wilens, T. E., & Biederman, J. (2006). Alcohol, drugs, and attention-deficit/hyperactivity disorder: A model for the study of addictions in youth. *Journal of Psychopharmacology, 20*, 580-588. doi:10.1177/0269881105058776

**Internet Resource**

Greater New Milford (CT) Area Healthy Community 2000, Task Force on Teen and Adolescent Issues. (n.d.). *Who has time for a family meal? You do!* Retrieved from <http://www.familymealttime.org>

Note: Include retrieval date if on-line information is subject to change.

**Chapter in Book**

Hall, A. (2001). Client education. In P. A. Potter & A. G. Perry (Eds.), *Fundamentals of nursing* (pp.470-499). St. Louis, MO: Mosby.

**Appendix (2.13, 5.05)**

If your paper has one appendix, label it simply 'Appendix'. If you have more than one appendix, label each with the word 'Appendix' and a capital letter (A, B, C) in the order the appendices are mentioned in the text. Each appendix should have a title but refer to the appendix label (A, B, C) in the text. If one table makes up an entire appendix, the Appendix title replaces both the table number and title.

**Tables (5.01-5.19)**

Think carefully about whether a table is necessary. If you include a table, you **must** refer to it in your text. However, if the text discusses every item, the table is not necessary. Please consult your instructor about the table style each assignment requires as this may vary from

course to course due to the material covered. Tables should not include gridlines for columns or rows.

### Table Numbers

Each table should be labeled with the word ‘Table’ and a number. The number should correspond to the order in which the tables are discussed in the text. The ‘label’ should appear flush left above the table.

### Table Titles

The table title should be short, clear and explanatory. The title should appear one double spaced line below the ‘label’. The table should appear on the next double spaced line below the text. The entire table, including label, title, and text should be double spaced.

### Example

Table 1

*Normal Respiratory Rates by Age*

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<u>Age</u>	<u>Rate (breaths per minute)</u>
Preterm	40-60
Term	30-40
5 years	25
10 years	20

*Note.* From “Health Assessment and Well-Child Care,” by M. A. Brady, 1998, in V. R. Bowden, S. B. Dickey and C. S. Greenberg (Eds.) *Children and Their Families: The Continuum of Care*, p. 352.

Material in this guideline has been adapted from the following source:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association.

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