THE UNIVERSITY OF AKRON
SCHOOL OF NURSING

American Psychological Association (APA) Style Guidelines
Sixth Edition

The following information is provided as the highlights of how to model your formal papers in APA format for the School of Nursing. Every student is expected to own a copy of the *Publications Manual of the American Psychological Association,* Sixth Edition (2010, second printing October, 2009). Examples of the specific topic will be included and referenced to the pages in the book will be in parentheses.

**NOTE: The School of Nursing requires submission of TWO copies of all formal papers if the student wishes the graded copy to be returned. One copy of the paper is retained for School of Nursing files. Check course syllabus for policy on submission of late papers. Generally, points are deducted if this is done without prior instructor approval. *Check with your instructor if electronic copies are acceptable. The instructions lay the groundwork for an electronic file as well as a hard copy of the paper.*

Typing of Paper

General Format (pp. 228-231)

Paper: Use 8 1/2 x 11 heavy weight, white bond paper.

Typeface: Times New Roman with a 12 point font size.

Line spacing: Double-space between all text lines of the manuscript. Double-space after every line in the title, headings, footnotes, quotations, references, and figure captions. (See page 229 for table and exceptions)

Spacing after punctuation marks: Use TWO spaces after punctuation marks at the end of a sentence (p. 88).

Line length: maximum 6 ½ inches. Lines should be left side aligned. Right sides may be uneven or ragged.

Margins: One (1) inch (2.54 cm) margins at top, bottom, right and left sides of each page. Do not justify right margin. Instead, use flush-left style and leave the right margin uneven or ragged.

Paragraph and indentations: Indent the first line of every paragraph. Use the "tab" key to indent for consistency. Set the "tab" key to be 5-7 space or ½ inch. Each paragraph is longer than a single sentence and none are longer than one manuscript page. The only exceptions to these requirements are (a) the abstract, (b) block quotations, (c) titles and headings, (d) table titles, (e) notes, and (f) figure captions.

Order of manuscript pages: Arrange the pages of the manuscript as follows:

1. Title page:

> The title page includes five elements: title, running head, author byline, institutional affiliation, and author note. *Identify the title page as page number 1.* The running head is an abbreviated title that is printed at the top of the pages of a manuscript or published article to identify the article for the readers. The running head should be a maximum of 50 characters, counting letters, punctuation, and spaces between words. It should appear flush left in all capital letters at the top of the title page and all subsequent pages.

2. Abstract: start on a separate page (if required) numbered page 2.
3. Text: start on a separate page, numbered page 3 (page 2 if no abstract)
4. References: start on a separate page
5. Tables: start on a separate page
6. Figures: start each on a separate page; include caption on page with figure
7. Appendices: start each on a separate page. If there is only one label it as *Appendix*; if there are more than one they are labeled "Appendix A," "Appendix B," etc., centered in upper and lowercase letters. Double space after heading and begin first line of text 5-7 spaces indented. Each appendix must have a title.

Page numbers and running heads: The page number begins on the title page, in the heading area, right side aligned. Do not use the word "page" or put period after the number. Use the automatic word processing function to generate your running head and page number on each page in the heading.

Seriation: within a paragraph or sentence, use lowercase letters (not italicized) in parentheses: e.g.: (a) some alternative courses of action, (b) the factors influencing the decision, (c)...   (p. 64 for other specifics)

Abbreviations: Use sparingly. A term to be abbreviated must, on its first appearance, be written out completely and followed immediately by its abbreviation in parenthesis, e.g., American Diabetic Association (ADA). Thereafter, the abbreviation may be used without further explanation (do not switch between the abbreviated and written out forms of a term). See Chapter 4 (pp. 106-124) for other specifics in regard to abbreviations.

Level headings (pp. 62-63): Use at least two subsection headings within any given section or use none.

Level of Heading	Format
1	**Centered, Boldface, Upper and Lowercase Heading**
2	**Left aligned, Boldface, Upper and Lowercase Heading**
3	**Indented, boldface, lowercase paragraph heading ending with a period.** Begin body text after the period.
4	***Indented, boldface, italicized, lowercase paragraph heading ending with a period.*** Begin body text after the period.

        5   *Indented, italicized, lowercase paragraph heading ending with a period.* Begin body text after the period.

Introduction: Because the introduction is clearly identified by its position in the paper, it does NOT carry a heading labeling (p. 27).

<center>

Title Page (pp. 23, 229)

</center>

Running head: The running head is the title of the paper and is placed left side aligned. The title is typed in all capital letters. The title of the paper is in capital letters on all of the subsequent pages in the heading area. (Note: some instructors may require the last name of the student to be the running head. Check with your course instructor for directions regarding this.)

Example:

Running head: GUIDELINES FOR THE SIXTH EDITION   1
___
Page numbers are right side aligned beginning on the title page.

Author's Name and affiliation (p. 23): The preferred authors name is first name, middle initial, and last name. This is centered in the middle of the page, in the middle of the line. Double space and include the institution affiliation: The University of Akron

Example:

<center>

Title of Paper

Student Name

The University of Akron

</center>

___
Author Note (p. 24): Center the label *Author Note* below the name and affiliation. Include information regarding the course name and specifics of the paper. If actually submitting the paper as a manuscript for publication, follow the specific directions found in the APA manual on page 25. For a required paper for the School of Nursing the following is the suggested format. Check with your course instructors for specifics. Double space between lines.

Example:
<center>

Author Note

</center>

    Florence Nightingale, School of Nursing, The University of Akron. This paper is in

fulfillment for the course: Foundations in Nursing (Course title), 8200:000 (course number).

Due 00/00/0000 (month, day, year), and instructor's name (Mary Gladwin PhD., RN).

(Example)
Running head: GUIDELINES FOR THE SIXTH EDITION   1

Guidelines for the Sixth Edition APA format

Florence Nightingale

The University of Akron

Author Note

Florence Nightingale, School of Nursing, The University of Akron. This paper is

in fulfillment for the course Professional Role, 8200:000, due January 1, 2015. Instructor: Mary

Gladwin PhD, RN.

Body of the Paper

Introduction: Presents specific problem under study, describes the research strategy, and identifies the purpose of the paper. The introduction is **not** labeled by a separate "Introduction" heading as it is identified by its position in the paper.

Development of Concepts: Discuss the literature relevant to the subject of the paper using a clear, logical writing style and correct grammar and spelling (pp. 65-70, 77-86 of APA Publication Manual). Do not mix verb tenses. Typographical errors are considered spelling errors. If you use a computerized "spell-check," remember that it does not identify a correctly spelled word which is not the appropriate one for your sentence (e.g., "work" instead of "word"). Include reference citations in text. Refer to any course guidelines which instruct you about essential content for the paper or alterations in format which apply to papers with a specific learning purpose.

Discussion/Conclusion: State the main points of the paper and discuss how the stated purpose was accomplished. Leave reader with a clear understanding of what the author most wants the reader to have learned or understood from reading the paper.

Appendix: An appendix is useful if the detailed description of certain material is distracting or inappropriate to the body of the paper. Include an appendix only if it helps the reader to understand or evaluate the points expressed in the paper (pp. 38-40).

School of Nursing

Generic drug names **are not** capitalized, example: acetaminophen
Trade drug names **are** capitalized, example: Tylenol

Reference Citations in Text

Document your paper throughout the text by citing the author and date of works researched and included in the paper. This style of citation briefly identifies the sources for readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. Failure to cite the work/ideas of others included in the paper is considered plagiarism. Under academic policies of The University of Akron, plagiarism will result in a failing grade and/or other academic disciplinary action (p. 170).

Quoting and Paraphrasing (pp. 170-173)

Examples:
One work by one author: (See p. 174)

Rogers (2009) compared reaction times
In a recent study of reaction times (Rogers, 2009)
In 1994 Rogers compared
In a recent study of reaction times, Rogers (2009) described

Within a paragraph, when the name of the author is part of the narrative (as in the first example above), you need not include the year in subsequent nonparenthetical references to a study as long as the study cannot be confused with the other studies cited in the article (p. 174).

One work by multiple authors: (See p. 175)
>   If two authors, cite both names each time: (Rogers, & Smith, 2010)
>   If more than two, cite all authors the first time and include only the surname of the first author followed by 'et al." and the year in further citations: (Wasserstein, Zappulla, Rosen, Gerstman, & Rock, 2010) and then Wasserstein et al. (2010) or (Wasserstein et al., 2010).
>   If six or more authors, cite the first author's name followed by et al. and year in single phrase or parentheses the first time and subsequent citations: (Harris et al., 2003) or Harris et al. (2003) stated…..

Personal communications: (Letters, memos, E-mail, telephone conversations, interviews) are cited in the text but not included on the reference list as they do not provide recoverable data. K.W. Schaie (personal communication, April 18, 2010); (V.G. Nguyen, personal communication, September 28, 2010).

Quotations: Direct quotes
>   Material directly quoted from another author's work should be reproduced word for word.
>   - Incorrect spelling, punctuation, or grammar in the source is identified by using [sic], meaning "as in the original."
>   - Three ellipsis points are used to indicate that material is omitted from the original source, e.g., "Mary Jones ran quickly... toward home." ("around three trees and down a path" has been omitted.) If the omission is at the end of a sentence, complete the sentence with a period. E.g., "Mary Jones ran quickly toward home...."("after being chased by three large dogs." has been omitted.)

Citation of Quoted Sources

Include author, year and page number(s). E.g., (Jones, 1994, p. 23).
Include any citations imbedded in the work you are quoting using single quotation marks.
Typing: In text (less than 40 words), used double quotation marks (") in the sentence.
Block quotes (more than 40 words) use no quotation marks. Start on a new line and indent five spaces from left margin. Type subsequent lines double-spaced, flush with the indent.
Example: Text citation:
>   "Using the learned helplessness theory, we predicted that the depressed and non-depressed participants would make some judgments of control" (Jones, 1994, p. 23).
>   **OR**
>   Jones (1994) has said, "Using the learned helplessness theory, we predicted that the depressed and non-depressed participants would make some judgments of control" (p. 23).

Reference List

The reference list provides information necessary to identify and retrieve each source. Include only sources used in the preparation of the paper. References cited in the text must appear in the reference list and each entry in the reference list must be cited in the text. Reference data must be correct and complete. Include correctly spelled proper names, words in foreign languages, journal title, years, volume numbers (issue number) and page numbers. The School of Nursing requires references from sources published within the last **five** years and from professional journals, unless there is rationale for using older references and your instructor has approved this.

Order of References:

Arrange entries in alphabetical order by the surname of the first author followed by the initials of the authors' given name. See pages 181-183 for special cases.

Reference Components (pp. 183-192)

In general a reference should contain the author name, date of publication, title of the work, and the publication date.

Authors: invert all authors' names; give surnames and initials for up to and including seven authors. When authors number eight or more, include the first six authors' names, then insert three ellipsis points and add the last authors name: i.e. (Smith, A., Lui, B., Jones, A., Dye, B., Knight, M., Day, E., …Tall, J. (2010).

Use an ampersand (&) before the last author when there are two or more authors: i.e. (Jones, B., & Smith, D., 2010).

Indent the second and subsequent lines of the individual reference. Begin the following reference on a separate line, left side aligned. Double space between lines.

References to Periodicals: Examples

General reference form:

Author, A., Author, B. B., & Author, C. (year). Title of article. *Title of Periodical, xx*(x),

pp-pp. doi:xx.xxxxxxxxx

Include the digital object identifier (DOI) the reference if one is assigned. If no doi is assigned to the content and your retrieved the article online, include the home page URL for the journal, newsletter, or magazine in the reference: Use this format: Retrieved from http://www.xxxxxxx (p. 198). (other examples pp. 198-192)

1) Journal Article, one author with doi:

Bekerian, D. A. (2008). In search of the typical eyewitness. *American Psychologist, 48*, 574-576.

doi:65.234560

2) Pagination discontinuous, no doi, online retrieval:

Bekerian, D. A. (2008). In search of the typical eyewitness: Beware. *American Psychologist*, *48*,

     25, 28, 30-32. Retrieved from http://nursingcenter.com

3) <u>Journal Article, two authors, issue number, and doi</u>:

Klimoski, R., & Palmer, S. (2009). The ADA and the hiring process in organizations.

     Consulting Psychology Journal: Practice and Research, 45(2), 10-36. doi:34.12367

References to Books:
General format:
     Author, A. A. (2007). *Title of work.* Location: Publisher.

     Editor, A. A. (Ed.). (2001). *Title of work*. Location: Publisher.

1) <u>Entire book print version</u>:

Cone, J. D., & Foster, S. L. (2010). *Dissertations and theses from start to finish: Psychology and*

     related fields. Washington, DC: American Psychological Association.

2) <u>Electronic version of print book</u>

Shotton, M. A. (2000). *Computer addiction? A study of computer dependency* [DX Reader

     version]. Retrieved from http://www.ebookstore.tandf.co.uk/html/index.asp

3) <u>Electronic only version</u>

O'Keefe, E. (n.d.). *Egotism & the crisis in Western values.* Retrieved from

     http://www.onlineoriginals.com/sowitem.asp?itemID-135

4) <u>Book, third edition</u>:

Mitchell, T. R., & Larson, J. R. (1987). *People in organizations: An introduction to*

     organizational behavior (3rd ed.). New York: McGraw-Hill.

5) <u>Edited book</u>:

Gibbs, J. T., & Huang, L. N. (Eds.). (2000). *Children of color: Psychological interventions with*

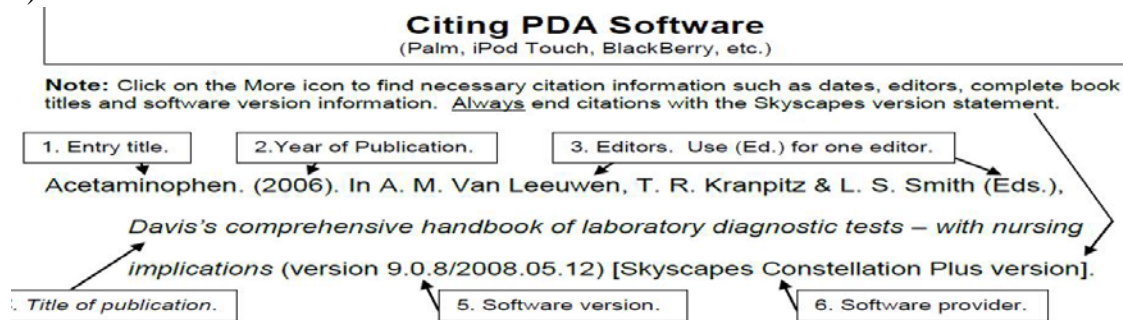   *minority youth.* San Francisco: Jossey-Bass.

6) Article or chapter in edited book:

Massaro, D. (2002). Broadening the domain of the fuzzy logical model of perception. In H. L.

Pick, Jr., P. van den Broek, & D. C. Knill (Eds.), *Cognition: Conceptual and*

Methodological issues (pp. 51-84). Washington, DC: American Psychological

Association.

Other Internet Reference sources: please see APA manual, pp.193-224.

Website: when citing an entire website, it is sufficient to give the address of the site in just the
text. Kidspsych is a wonderful interactive website for children
(http://www.kidspsych.org) ("How do you," 2012).

7)

Citing PDA Software
(Palm, iPod Touch, BlackBerry, etc.)

Note: Click on the More icon to find necessary citation information such as dates, editors, complete book titles and software version information. <u>Always</u> end citations with the Skyscapes version statement.

| 1. Entry title. | 2.Year of Publication. | 3. Editors. Use (Ed.) for one editor. |

Acetaminophen. (2006). In A. M. Van Leeuwen, T. R. Kranpitz & L. S. Smith (Eds.),

Davis's comprehensive handbook of laboratory diagnostic tests – with nursing

implications (version 9.0.8/2008.05.12) [Skyscapes Constellation Plus version].

| . Title of publication. | 5. Software version. | 6. Software provider. |

Note: All information is based on:

American Psychological Association. (2010). *Publication Manual of the American*

Psychological Association. (6th ed.). Washington DC: American Psychological

Association.

APA style. (2012). Retrieved from http://www.apastyle.org/index.aspx

Frequently asked questions about APA style. (2012). Retrieved from

http://www.apastyle.org/learn/faqs/index.aspx

How do you cite an entire website (but not a specific document on that site)?. (2012). Retrieved

from http://www.apastyle.org/learn/faqs/cite-website.aspx

**Students are required to purchase this manual which is the accepted reference source
adopted by the School of Nursing. This manual should be kept throughout your career in
the School of Nursing.**

Only the **second printing of the Sixth edition** has correct sample papers (p. 41).

APA cb2012