



APA...all the way!!

Grande Prairie Regional College

Revised from The University of British Columbia School of Nursing

APA Workshop Handout 2005 by:

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September 2009

This handout provides a summary of content covered in the APA Publication Manual (6th Edition). It is **NOT** intended to replace the APA Publication Manual.

Table of Contents

	Page
APA Rules.....	3
Typing Requirements.....	3
Order of Pages.....	3
Title and Title Page.....	4
Headings.....	4
Spelling.....	5
General Guidelines for Reducing Bias.....	5
Spacing and Punctuation.....	6
Abbreviations.....	6
Numbers.....	7
Quotations.....	8
Reference Citations in Text.....	9
Reference List.....	11
Electronic Sources.....	13
Appendices:	
A. Sample Title Page.....	14
B. Sample Reference List.....	15
C. APA Requirements.....	16
D. Basic Reference Examples.....	18

APA Rules

- Contribute to clear communication.
- Facilitate one consistent and uniform style.
- Permit readers to focus on content.

Typing Requirements (also see APA, 2010, p. 228-229)

- Submit paper, typed single-sided on 8 1/2 x 11 inch white bond paper.
- Use a 12 point font in Times New Roman typeface.
- Double-space between all lines of your paper, including after every line in the title, headings, footnotes, quotations, references, and figure captions.
- Leave uniform margins of at least 1 inch (2.54 cm) at top, bottom, right and left of every page.
- Do not right-justify lines; leave right margin uneven, the length of each typed line is a maximum of 6 1/2 inches (16.51 cm).
- Do not break (hyphenate) words at the end of a line.
- Indent the first line of every paragraph and footnote 5-7 spaces or 1/2 inch. For consistency, use the Tab key which should be set to 5-7 spaces.
- Use Automatic page numbering and set the page number to appear at the right-hand side of the paper (at the 1-inch margin).
- Running heads (see page 4 of this handout for further specifications).
- Spell check and proofread your paper.

Order of Pages (APA, 2010, p. 229-230)

- Arrange papers as follows:
 - Title Page-numbered page 1.
 - Table of Contents (if used)-start on separate page.
 - Abstract (if used)- start on separate page.
 - Text- start on separate page (The sections of the text follow each other without a break. Do not start a new page when a new heading occurs).
 - References -start on separate page.
 - Tables -start of a separate page.
 - Figures -place each on a separate page.
 - Appendices -start of separate page.

Title and Title Page (APA, 2010, p. 23)

- Title should summarize the main idea of the paper simply.
- Avoid using abbreviations in title.
- Recommended length for a title is no more than 12 words.
- Ensure title is typed in uppercase and lowercase letters, centered between the left and right margins and positioned in the upper half of the page.
- Title page should include the following elements:
 - Identify the title page with page number 1
 - Running head- this abbreviated title should be a maximum of 50 characters (counting letters, punctuation, and spaces between words) typed in uppercase letters flush left at the top of the title page and all subsequent pages. (p. 229)
 - Title of paper
 - Name and number of course
 - Instructor's name and title (e.g., Asha Parmar)
 - Student's name-first name, middle initial (if appropriate), and last name
 - Student's number
 - Date
 - Institutional affiliation

Please see sample title page (Appendix A).

Headings (APA, 2010, p.62)

- Indicate the organization of a paper and establish the importance of each section.
- All topics of equal importance should have the same level of heading.
- Papers may use from one to five levels of headings.
- Do not use numbers or letters with headings.
- Introductions and conclusions do not require a heading.

See APA, 2010, p. 62-63 Table 3.1 for more details.

- Student papers usually require only two or three levels of headings and these may differ from those used in manuscripts for APA journals.
- Headings recommended for students papers are as follows:

Level 1

Centered, Boldface, Uppercase and Lowercase Heading

Level 2

Flush Left, Boldface, Uppercase and Lowercase Heading

Level 3

Indented, boldface, lowercase paragraph heading ending with a period.

Spelling (APA, 2010, p. 96-97)

- Spelling should adhere to American English as in the Merriam-Webster's Collegiate Dictionary (2005). If the dictionary gives a choice for a word, use the first spelling listed.

General Guidelines for Reducing Bias (APA 2010, p. 71-77)

- When referring to a person or persons in text, choose words that are accurate, clear, and free from bias.
- When in doubt, it is better to be more specific than less.
- In text, refer to subjects as they prefer; this shows respect for their preferences and avoid labeling people when possible, you don't want to lose their individuality, especially in dealing with racial and ethnic groups.
- It is important to be aware of how the order of social groups can imply that the first mentioned group as standard or the norm, and try to avoid a consistent pattern within your text about socially dominant groups being presented first.
- The term "gender" should be used when referring to men and women as social groups. Be clear when you are describing one sex or both sexes.
- The term "sex" refers to Biology (male and female), be cautious as this term can be confused with sexual behavior.
- The term "sexual orientation" is preferred over "sexual preference" as it refers to a person's pattern of attraction, behavior, emotion, identity, and social contacts.
- Ensure that racial and ethnic groups are capitalized in text and are designated by proper nouns.

Spacing and Punctuation (APA, 2010, p. 87-92)

- Insert one space after all punctuation as follows:
 - After commas, colons, and semicolons.
 - After periods that separate parts of a reference citation.
 - After each of the periods in the initials in personal names (e.g., J. E. Jacobson).
- Insert two spaces after punctuation marks at the end of a sentence.
- Do not space after internal periods in abbreviations (e.g., a.m., i.e.).

Periods (APA, 2010, p. 88)

- Use a period to end a complete sentence.
- Use periods when making an abbreviation within a reference (vol. 3, p. 6, 2nd ed.).
- Do not use periods with capital letter abbreviations and acronyms (e.g., APA, PhD, IQ)
- Do not use periods with measurements except for inches (e.g., 5 in.)
- Do not use periods with web addresses in text or in the reference list (<http://www.apa.org>). Include these in parentheses when used in text or revise the sentence to avoid ending a sentence with a URL.

Commas (APA, 2010, p. 88-89)

- Use commas before *and* and *or* in a series of three or more items (e.g., "We bought apples, oranges, and bananas.").
- Do not use commas to separate parts of measurement (e.g., 6 lbs 2 oz).
- Use commas between groups of three digits (e.g., 3, 213).
- Use commas in exact dates (e.g., September 1, 2009, but not in September 2009).

Abbreviations (APA, 2010, p. 106-111)

- In general, use abbreviations only (a) if it is conventional and if the reader is more familiar with the abbreviation than with the complete form, or (b) if considerable space can be saved and cumbersome repetition avoided.

- A term to be abbreviated must, on its first appearance, be written out completely and followed immediately by its abbreviation in parentheses; thereafter, use abbreviation only.

The first president of the Canadian Nurses Association (CNA) was Mary Agnes Snively. CNA was formed in 1908 and was originally called the Canadian National Association of Trained Nurses (CNATN).

- Never begin a sentence with a lowercase abbreviation (e.g., lb); write out the word instead.
- If an abbreviation appears as a word entry in Merriam-Webster's Collegiate Dictionary (2005), it does not need an explanation in text. (e.g., IQ REM ESP AIDS HIV NADP ACTH).

Numbers (APA, 2010, p. 111-115)

- As a general rule, use figures to express double-digit numbers (e.g., 10 and above, 4.5 inches) and words to express numbers below 10.

There are 26 patients on this unit.

There are two nurses on night shift.

- Use words to express any number that begins a sentence, title, or heading.

Twelve subjects left the experiment.

- To make plurals out of numbers, add *s* only, with no apostrophe (e.g., 1960s).
- Use the percent symbol (%) only with figures (5%) not with written numbers (five percent).

Quotations (APA, 2010, p. 170-174)

- Whether paraphrasing or quoting an author directly, you must credit the source.
- When quoting, you must ensure you provide the author, year, and page number in parentheses. When material does not have page numbers, use the paragraph number. This includes the use of online material. If your quote is in midsentence, end the quote with quotation marks, cite the source in parentheses immediately after the quotation marks, and continue the sentence.

Smith (1994) stated, "The placebo effect disappeared when behaviours were studied in this manner" (p.21).

"The placebo effect disappeared when behaviours were studied in this manner" (Smith, 1994, p. 21), but he did not clarify which behaviours were studied.

- Direct quotations must follow the wording, spelling and interior punctuation of the original source.
- If any incorrect spelling, punctuation or grammar in the source might confuse readers, insert the word, *sic*, in brackets (i.e., [sic]) immediately after the error in the quotation.

Smith (1994) found that "the behaviours were never exhibited again even when reel [sic] drugs were administered" (p. 25).

- Use three ellipsis points (...) within a sentence to indicate that you have omitted material from the original source; use four points to indicate any omission that was between two sentences.

"The placebo effect...disappeared in this situation" (Smith, 1994, p. 37).

"The behaviors were not exhibited again....Earlier studies were clearly premature" (Smith, 1994, p. 38).

- Incorporate a short quotation of less than 40 words in text and enclose the quotation with double quotation marks. End with the period or other punctuation outside the final parenthesis. Question marks and exclamation points should appear within quotation marks if part of the quotation, and outside if part of your text.

Meleis (1989) stated, "There are some differences between models, conceptual frameworks, and theory, to be sure" (p. 95).

- Display a quotation of 40 or more words in a free-standing block and omit the quotation marks. Start this block quotation on a new line and indent five to seven spaces from the left margin. Ensure your text is double spaced, and cite the quoted source after the final punctuation mark in parentheses.

As one theorist points out:

Direct observation has been primary function of nurses for centuries. Nurses collect voluminous data to gain immediate factual information to plan and give nursing care. They have been trained to make observations and to measure selected physiological and behavioural parameters of human beings to answer immediate questions. (King, 1984, p. 26)

- If there is a citation within the material you are quoting, ensure you include them in your quote. You do not need to include that citation reference in your reference list unless you use that particular reference as a primary source elsewhere in your paper.

Reference Citations in Text (APA, 2010, p. 174-179)

- APA uses the author-date method of citation; that is, the surname of the author and the year of publication are inserted in the text at the appropriate point. This allows readers to identify the source of the citation in the reference list.
- Each reference that is cited in text must be included in your reference list, and every reference used in your reference list, must be cited in text.

- When cited work by one author, you must use the surname of the author and the year of publication

Smith (2000) compared reaction times

or

In a recent study of reaction times (Smith, 2000)

- When a work has two authors, always cite both names every time the reference occurs in text.
- Join the names in a multiple-author citation in running text by the word **and**. In parenthetical material, in tables and captions, and in the reference list, join the names by an ampersand (&).

As Brown and Smith (1991) demonstrated

As has been shown (Brown & Smith, 1991)

- When a work has three, four, or five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the surname of the first author followed by "et al." and the year. Remember the period after *al*.

Smith, Jones, and Penn (2000) found [first citation]

Smith et al. (2000) found [second citation]

Smith et al. found (omit year from future citations after first citation within a paragraph)

- When a work has six or more authors, cite only the surname of the first author followed by "et al." and the year for the first and subsequent citations. In the reference list, provide the initials and surnames of the first 6 authors and shorten remaining authors to et al.
- See Table 6.1 Basic Citation Styles (APA, 2010, p.177)
- Personal communication is cited in text only; it is not included in the reference list as the data is non recoverable. Include the initials and surname of the communicator and the exact date.

J. E. Jacobson (personal communication, August 21, 2009)

Reference List (APA, 2010, p. 180-224).

- **See Chapter 7 for Reference Examples (APA, 2010, p. 193-224).**
- A reference list cites work that specifically supports ideas (other than your own) that are mentioned in the paper.
- References cited in text must appear in the reference list; conversely, each entry in the reference list must be cited in text.
- Text citations and reference list entries must be accurate; they must be the same in both places.
- Each entry contains, at least, the following elements: author, year of publications, title, and publishing data.
- Begin reference list on a new page, using the main heading called **References** (or **Reference**, if only one) centered using upper and lower case letters.
- Double space all reference entries
- Use the "hanging indent"; all lines after the first line of each entry in your reference list should be indented from the left margin.
- Ensure you arrange the entries in your reference list in alphabetical order by the surname of the first author followed by that author's given name. (APA, 2010, p. 181)
- Capitalize only the first word of a title and subtitle of the title of a article of chapter. DO NOT use italics or quotation marks around it. Ensure you place a period at the end.
- When using periodical titles which include journals, newsletters, and magazines, use upper and lowercase letters and put the name of the periodical in italics.
- For non periodicals which include books and reports, capitalize the first word of the title and italicize the same. (APA, 2010, p. 185)
- Use "&" instead of "and" when listing multiple authors.
- Single-author entries precede multiple-author entries beginning with the same surname.
 - Brown, S. H. (2009).
 - Brown, S. H., & Jones, S. G. (2008).
- References with the same first author and different second or third authors are arranged alphabetically by the surname of the second author
 - Stott, J. H., Crown, J., & Bell, D. F. (2009).
 - Stott, J. H., & Philips, S. B. (2008).

- References with the same authors in the same order are arranged by year of publication, the earliest first
 - Fletcher, S. M., & Barker, J. L. (1991).
 - Fletcher, S. M., & Barker, J. L. (2001).
- References by the same author(s) with the same publication date are arranged alphabetically by title (excluding A or The) that follows the date. Lowercase letters are placed immediately after the year, within the parentheses.
 - Wong, S. S., & Groper, L. M. (2007a). Control...
 - Wong, S. S., & Groper, L. M. (2007b). Roles of...
- Works by different authors with the same surname are arranged alphabetically by the first initial.
 - Elliott, A. C. (2000)
 - Elliott, R. S. (2003).
- In regards to work with no author, move the title to the author position before the date of publication. Ensure you include a period after the title.
- **Journal Article** (APA, 2010, p. 186)
 - Guimei, M. (2001). Community workers as extension of nursing personal. *Journal of Nursing Scholarship*, 33(1), 13-14.
- **Secondary Source** (APA, 2010, p. 178). Give the secondary source in the reference list and cite the original work with the secondary source in text.

Woodliti's study (as cited in Valentine, 2001) [in text]

Valentine, P. E. B. (2001). A gender perspective on conflict management strategies of nursing. *Journal of Nursing Scholarship*, 33(1), 69-74.

[in reference list]

Electronic Sources (APA, 2010, p.187-192)

- It is recommended that you include the same elements, in the same order, as you would for a reference and add as much electronic retrieval information as needed in order to locate the source you have cited.
- The URL (uniform resource locators) is used to map digital information on the internet. These don't always work in a reference list due to content on the Internet being moved, restructured, or deleted which takes us to a new system.
- The DOI system (Digital object identifiers) is now used to help manage information on digital networks. (<http://www.doi.org/>). When an article is published, the publisher assigns a DOI and then is made available electronically. The DOI is typically found on the first page of the electronic journal next to the copyright notice.
- When providing publication data for electronic sources, ensure you are including page numbers for the article used, and provide the DOI if one has been assigned.
- If you use the DOI, there is no need to include any other retrieval information

Herbst-Damm, K. L., & Kulik, J.A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229.
Doi:10.1037/1278-6133.24.2.225

- If no DOI has been assigned, provide the home page URL of the journal or book and include the publisher. Ensure you transcribe the URL correctly by copying it directly from the address window in your browser.

Sillick, T. J., & Schutte, N. S. (2006). Emotional intelligence and self-esteem mediate between perceived early parental love and adult happiness. *E-Journal of Applied Psychology, 2*(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/ejap>

- Ensure you do not use a hyphen to break the URL across a line, break the URL before most punctuation (exception is http://) and do not add a period after the URL to prevent a retrieval issue.
- Again, see chapter 7 for more reference examples (APA, 2010, p.193-224).

Appendix A: Sample Title Page

CHOCOLATE AS THE MAIN INGREDIENT

1

The Concept of Chocolate as the Main Ingredient in Baking

CK 1900: The Joy of Baking

Submitted to: Asha Parmar, Tutor

By: Joan Jacobson

987654

June 1, 2009

Grande Prairie Regional College

Appendix B: Sample Reference List

CHOCOLATE AS THE MAIN INGREDIENT

8

References

- Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229.
Doi:10.1037/0278-6133.24.2.225
- Kaufman, J. R., & Jones, S. (1987). *Representation of meaning of memory*. Baltimore: Brooks/Cole.
- Kaufman, J. R., & Jones, S. (1990). *The meaning of memory*. Baltimore: Brooks/Cole.
- Lambert, A. B. (1986). *The concept of denial*. Boston: Viking Press.
- Lambert, G. E. (1987). *Management: Concepts and practices* (3rd ed.). London: Pergamon Press.
- Newman, W. W., & Cox, C. (1985). Welcome to the energy crisis. *Journal of Social Issues, 34*(3), 2-8.
- Paivio, A. (1985). Perceptual comparisons through the mind's eye. *Memory & Cognition, 3*, 635-647.
- Parker, S. (1992). Contemporary issues in adult development of learning. In L. S. Scott (Ed.), *Aging in the 1980s* (pp. 33-76). Washington, DC: Viking Press.
- Thorne, S., Jillings, C., Ellis, D., & Perry, J. (1993). A nursing model in action: The University of British Columbia experience. *Journal of Advanced Nursing, 18*, 1259-

Appendix C: APA Requirements

Title Page

- May vary in format
- Must contain the essential information
- Do not use abbreviations in a title

Spacing

- Double-space between ALL lines of the manuscript (including Table of Contents and Reference List)

Margins

- Leave uniform margins of 1 inch at the top, bottom, left, and right of every page
- Do not justify lines; that is, do not adjust spacing between words to make all lines the same length. Instead, leave the right margin uneven

Page Numbers

- Number pages consecutively, beginning with the title page

Levels of Headings

- Use one level of heading for short papers

Referencing in Text

- Use author and year
- For quotations, use author, year and page number

Paragraph Indentation

- Paragraphs should be indented five or seven spaces

Use of Numbers

- Use figures for number 10 and above
- Use words to express numbers below 10

Abbreviations

- Must be spelled out on first appearance and followed immediately by its abbreviation in parentheses

Reference List

- Double space
- Indent the second and succeeding lines of each entry
- Check "Manual" for example of references, i.e., journals, books, edited books

Summary

- Summarize the content of the paper briefly

Conclusion

- Involves conclusions drawn from the paper
- Should express your position

Some things to note:

- Because the introduction is clearly identified by its position in the paper, it is not labeled.
- An introduction should include a brief background to the topic, concise statement of the purpose of the paper, and a statement of how the paper will be organized (e.g., "First", the nature of obesity will be explored, followed by a critical analysis of relevant literature, and will conclude with a discussion of how this content relates to my future practice as a nurse.")
- Contractions (e.g., "don't", "it's", "won't") are not permitted; write out the entire word (e.g., "do not", "it is", "will not")
- Exclamation marks are not appropriate unless they are part of the direct quote

Appendix D Basic Reference Examples*

Journal Articles (pg.198)

Herbs-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225-229. doi:10.1037/0278-6133.24.2.225

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal, 8*(1), 73-82.

Borman, W. C., Hanson, M. A., & Oppler, S. H. (1993). Role of early supervisory experience in supervisor performance. *Journal of Applied Psychology, 78*, 443-449. Retrieved from the PsycARTICLES database.

Magazine Article (pg.200)

Print Magazine

Chamberlin, J., Novotney, A. & Price, M. (2008, May). Enhancing worker well being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology, 39*(5), 26-29.

On-line Magazine

Clay, R. (2008, June). Science vs. ideology: Psychologists fight back about the misuse of research. *Monitor on Psychology, 39*(6). Retrieved from <http://www.apa.org/monitor/>

Online Forum, newsgroup, discussion group (pg.215)

Rampersad, T. (2005, June 8). Re: Traditional knowledge and traditional cultural expressions [Online forum comment]. Retrieved from http://www.wipo.int/roller/comments/theme_eight_how_can_cultural#comments

Entire Book (pg.203)**Print version**

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency*. London, England: Taylor & Francis.

Electronic version of print book

Schiraldi, G. R. (2001). The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth [Adobe Digital Editions version]. doi:10.1036/0071393722

Chapter in an edited book (pg.204)

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York, NY: Guilford Press.

Reference Book (pg.204)

VandenBos, G. R. (Ed.). (2007). *APA dictionary of psychology*. Washington, DC: American Psychological Association.

Government report, corporate author (pg.205)

U.S. Department of Health and Human Services, National Institutes of Health, National Heart, Lung, and Blood Institute. (2003). *Managing asthma: A guide for schools*. (NIH Publication No. 02-2650). Retrieved from http://www.nhlbi.nih.gov/health/prof/lung/asthma/asth_sch.pdf

Book Review (pg.209)

Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J. S. Brown & P. Duguid]. *Science*, 290, 1304. doi: 10.1126/science.290.5495.1304

*please consult the *APA Manual* for specifics