

APA FORMATTING RESOURCES FOR WRITTEN ASSIGNMENTS

www.apastyle.org

Do not use Owl/Purdue for APA resource

Using APA style formatting for written assignments in the nursing field is the accepted method of formatting for the behavioral sciences. It is important that you learn the principles of APA to further your professional growth as a healthcare professional. Belmont nursing faculty work together to support our students in their use of APA for written assignments.

Please use your APA manual and the www.apastyle.org website to support your choices for citing references and professional writing style. Bring your APA manual with you when meeting with your nursing faculty. Always be prepared to reference your citation decisions, within your manual, when working with your nursing faculty.

According to APA guidelines, faculty may modify/change APA requirements for any written assignment. *For example: Faculty may not request a title page or reference page for a written assignment.* Talk to your nursing faculty prior to assignment completion to receive any specific instructions.

Overview for Using APA Formatting

All references for this information come from the 6th edition of the APA manual. Specific sections are noted within parentheses.

Set up paper at the beginning with correct margins, line spacing, and hanging indentions for reference page.

PAPER CONTENTS

Title page (8.03)

Running head for a title page (8.03)

-Is different than the running head found on the rest of the pages

-Is comprised of the following: Running head: SHORTENED TITLE

-Upper left hand corner

Pagination

-Begins in sequential fashion beginning on the title page (8.03)

-Is placed in the upper right hand corner (8.03)

-Arabic numbers are used; no name, title, words, or periods are used (8.03)

Margins: 1 inch on all margins

Title (2.01)

-Should be no longer than 12 words long

-Capitalization (2.01)

Placement of the paper's title on the Title Page (2.01)

Author's name (2.02)

-Spacing and font (8.03)

- Double spaced
- Times New Roman font; size 12

Abstract – use only as directed by your instructor

First page of body of paper

- Placement of the paper's title (2.01)
- Running head for the body of the paper: SHORTENED TITLE
- Introduction paragraph (2.05)
- Spacing, font, and justification (8.03)
 - Double spaced
 - Times New Roman
 - Size 12
 - Left hand margin justification only
 - Indentation (8.03)
- Citations are placed at point where material is used
- Level of headings (3.03)

CITATIONS AND REFERENCES

In-text citations

- Citations are used at the point in which the materials are used
- Authors cited in the order in which the authors were published
- Citations can be parenthetical or non-parenthetical
 - Parenthetical – (Watson & Riley, 2001). When this form is used, all components are listed each time used; authors' names as published, then the date of publication.
 - Non-parenthetical – According to Watson and Riley (2001). This is the form used the first time used in the document and the first time used in a paragraph. If the same citation is used subsequently in a paragraph where it has been previously cited, the date is omitted. (6.12)
 - The date of publication must be attached to the authors; it cannot stand alone.

Incorrect: According to Watson and Riley, children from a broken family are less likely to go to college (2001).

Correct: According to Watson and Riley (2001), children from a broken family are less likely to go to college.
 - When multiple citations are used to support a statement, the citations are listed in alphabetical order by first author's surname, not by date of publication. Multiple studies would indicate that children from a

broken family are less likely to attend college (Bowers, 2010; Dalton, Reye, & Myers, 1999; Stevens et al., 2013; Watson & Riley, 2001).

-All citations appear on the reference list, except for personal correspondences.

References

-Start a separate page labeled as References, not bolded, centered on the first line

-References are double spaced with hanging indentations

-References are listed in alphabetical order according to the published authors' last names.

-All citations appear on the reference list, except for personal correspondences.

-References are formatted according to the type of material. Refer to the APA journal for correct formatting of journal articles, books, chapters within a text, websites, and others.

Grammar, spelling, and sentence structure

-Check for obvious errors when proof reading

-Check for agreement between numbers; the patient as their problems

-Check for spell-check oversights; if or of?

OTHER RESOURCES

-www.apastyle.org – can ask questions

-Do not use OWL Purdue – errors

-Meet with your faculty

-Belmont Undergraduate Nursing website/apa resources

Technology Tips for Computer / Using APA

How to Set-up Running head:

How do I format my paper so that the phrase *Running head* appears on only the first page?

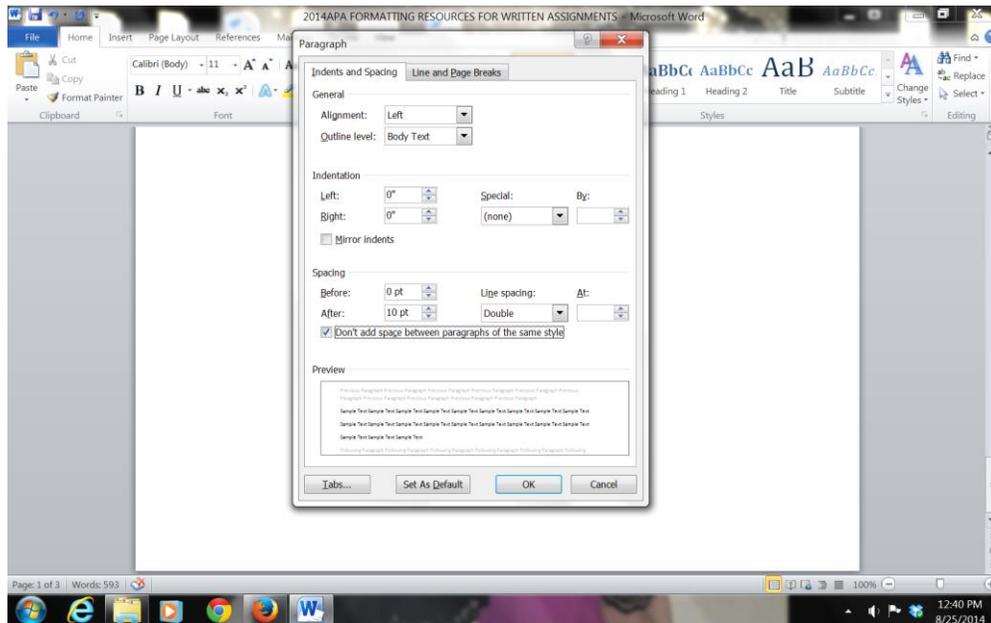
Microsoft Word 2007 and Microsoft Word 2010:

1. On the *View* tab, select the *Print Layout* document view.
2. Double click the header area of the document.
3. On the *Header & Footer Tools Design* tab, in the *Options* group, select the check box for *Different First Page*.
4. In the *First Page Header* box at the top of page 1, type *Running head:* and then your abbreviated title.
5. Go to page 2 of your document and delete the phrase *Running head*.
6. On page 1, *Running head* will remain in your first page header, and only your abbreviated title will appear on subsequent pages
7. Or, use this link on YouTube to guide you in setting up the Running head....

www.youtube.com/watch?v=BFo_KBQtv9o

Whole Document is Double Spaced:

Under Home tab, go to Paragraph. Choose Double Spacing and check box “Don’t add space between paragraphs of same style. Apply to whole document. This will delete extra spacing between paragraphs and on the references page.



Citations in Text Examples:

When citing an author of a journal article in the body of the paper, use the author’s last name and year (plus page # if a direct quote).

Here are 3 examples:

Vietz and Grinnell (2004) note that students have difficulty synthesizing concepts in pathophysiology. *This is a paraphrase using the authors’ names in the sentence. Note the use of the word “and”.*

Studies have shown that students have difficulty synthesizing pathophysiology concepts (Vietz & Grinnell, 2004). *This is a paraphrase putting the authors’ names in parentheses. Note the use of “&”.*

“Pathophysiological concepts are difficult for students to synthesize and articulate” (Vietz & Grinnell, 2004, p. 93). *This is a direct quote (verbatim). This must use “ ” and include a page #.*

On the reference page, this reference would be listed as:

Vietz, K., & Grinnell, S. (2004). Does pathophysiology have to be boring? *Nurse Educator*, 29 (3), 93-94.

- Please pay close attention to capitalization, italics, punctuation and indentation in this example.
- Direct quotes require you to cite the page number on which you found the quoted material. Paraphrased citations do not require a page number.

Citing an author in an edited book:

If individual chapters of a book are written by different authors (contributors), make sure you cite the chapter author. For example, your Patho book is edited by Carol Porth but many of the chapters were written by contributing authors. If you look on pgs xxiii through xxix, you will find who wrote the individual chapters. When you cite from a chapter in an edited book, such as your Patho book, do the following:

This is an example of a direct quote. “The cell is the smallest functional unit that an organism can be divided into and retain the characteristics necessary for life” (Carroll, 2007, p.1).

This is an example of a paraphrase of the same material. The smallest unit of an organism that can still be considered viable is the cell (Carroll, 2007).

On the reference page, you will cite this author as follows:

Carroll, E. W. (2007). Cell structure and function. In C. M. Porth (Ed.), *Essentials of pathophysiology: Concepts of altered health* (pp. 1-27). Philadelphia: Lippincott, Williams & Wilkins.

If you use content from a chapter in the Patho book that doesn't have another author listed, assume that Porth wrote it. On your reference page cite the chapter as follows:

Porth, C. M. (2007). Renal failure. In C. M. Porth (Ed.), *Essentials of pathophysiology: Concepts of altered health* (pp. 521 - 536). Philadelphia: Lippincott, Williams & Wilkins.

For additional guidance in writing APA style, please review the “Introduction to APA Publication Style for Research Reports in Psychology.” This is a sample paper that includes helpful reminders about writing style and use of headings within a written assignment.

<http://www.belmont.edu/nursing/studentinfo/APA%20Citation%20Guides.html>