

APA Guidelines for Nursing Students

Scholarly knowledge and research within the discipline of nursing has significance only when its results are shared with the larger scholarly and research community. In general, scholarly communities decide on specific conventions or rules as to how research should be presented and published (for example, those writing and researching in the discipline of English literature agree that published research will generally follow the conventions of the Modern Language Association [MLA] style and format guide.)

Scholarly *nursing* literature generally relies on the style and format guidelines of the **American Psychological Association (APA)**. This holds true not only at the Lawrence S. Bloomberg Faculty of Nursing at the University of Toronto, but at most nursing faculties, and within many nursing scholarly and academic journals. These guidelines include **rules regarding the structure of manuscripts, the mechanics of style (punctuation, spelling, capitalization, italicization, etc.), the appearance and format of tables and figures, and conventions on citing sources and referencing**. Even though APA provides style and format guidelines for published manuscripts, even if you are submitting a paper only to fulfill course requirements (and not necessarily for publication), you are still expected to follow APA guidelines. Thus, as nursing students, it is important that you learn, and adhere to, these rules and conventions, as much as possible, when you are submitting papers and assignments to your professors, instructors, or teaching assistants. Fortunately, this is an easy task since the rules are straightforward and relatively clear. Most of you will **not** need to purchase the hard copy manual, the *Publication Manual of the American Psychological Association*, 6th edition. (Washington, D.C.: American Psychological Association), in order to adhere to these guidelines. (The website, by the way, is www.apa.org) Instead, this handout should provide most of what you need to know and will direct you to relevant websites and resources for further questions.

Useful Resources for APA Information

The following websites provide excellent basic information on both APA style, APA formatting, and APA referencing.

<http://owl.english.purdue.edu/owl/resource/560/01/>

<http://flash1r.apa.org/apastyle/basics/index.htm>

<http://flash1r.apa.org/apastyle/whatsnew/index.htm>

Some Notes on Formatting Your Paper

1) “The use of a uniform typeface and font size enhances readability for the editor and allows the publisher to estimate the article length. The preferred typeface for APA publications is **Times New Roman, with 12-point font size.**” (APA, 6th ed., p. 229)

2) **Double-space** between all text lines of the manuscript. Never use single-spacing or 1.5 spacing, except in tables or figures.

3) **Leave uniform margins** of at least 1 in. (2.54 cm.) at the top, bottom, left, and right of every page.

4) **Do not justify lines.** Instead use the flush-left style, and leave the right margin uneven.

5) **Indent** the first line of every paragraph. For consistency, use the tab key, which should be set at five to seven spaces, or ½ in.

6) **Title page:** This is the first page of your paper (or manuscript). The title page includes five elements: title, running head, author byline, institutional affiliation, and author note. Note: For student papers, you will not usually have an author note, but may also include such things as student number, date of submission, and instructor’s name. The title page should be identified with the page number 1. The remaining pages should be numbered consecutively, using Arabic numerals. The **running head** is an abbreviated title that is printed at the top of the pages of a manuscript to identify the article for readers. The running head should be a maximum of 50 characters. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages. But, not all professors care about this running head, especially undergraduate ones (see p. 3)

7) **Headings** are an extremely useful way to effectively organize ideas within a document or manuscript. (In most scientific writing, solid organization and structure is the key to clear and logical communication.) Heading styles have been simplified in the new 6th edition of the APA manual. Levels of heading establish the hierarchy of sections through format or appearance. Avoid having only one subsection heading and subsection within a section, just as you would in an outline. (You should have at least two headings within each heading level; otherwise, you probably do not really need that level of heading!). Finally, there are now five levels of headings/subheadings as follows (from highest to lowest):

Centred, Boldface, Uppercase and Lowercase Heading

Flush Left, Boldface, Uppercase and Lowercase Heading

Indented, boldface, lowercase paragraph heading ending with .

Indented, boldface, italicized, lowercase paragraph heading ending with .

Indented, italicized, lowercase paragraph heading ending with .

Sample Title Page

Running head: PERIOPERATIVE SYSTEMIC WARMING PROGRAM

Perioperative Systemic Warming Program for Prevention of Unplanned Hypothermia

Patricia A. Patchet-Golubev

Student Number: 999999999

Lawrence S. Bloomberg Faculty of Nursing

NUR1034

November 21 2009

Some Notes on Citing Sources/Referencing

Citing references in text.

You must cite the work of those authors whose ideas or research have influenced your work. They provide background information, support your ideas, or offer definitions. If you cite a source, you are implying that you have personally read it. Whether you are paraphrasing, quoting a work word-for-word, or presenting specific data or facts, you are obligated to credit the source.

If you are quoting directly from a source and the quote comprises fewer than 40 words, then you should incorporate it within your text and enclose the quotation with double quotation marks. If the quotation appears in mid-sentence, you should end the passage with quotation marks, cite the source in parentheses immediately after the quotation marks, (author, year, p. ?), or simply (year) if the author and year have already been mentioned, and continue the sentence. Use no other punctuation unless the meaning of the sentence requires such punctuation.

e.g. Interpreting these results, Robbins et al. (2003) suggested that the “therapists in dropout cases may have inadvertently validated parental negativity about the adolescent without adequately responding to the adolescent’s needs or concerns” (p. 541), contributing to an overall climate of negativity.

If you are quoting a passage that comprises 40 or more words, it should be displayed in a freestanding block of text and the quotation marks should be omitted. Start this block quotation on a new line and indent it about ½ inch from the left margin. Double-space the entire quotation. At the end of the block quotation, cite the quoted source and the page or paragraph number in parentheses after the final punctuation mark.

(Note: you are required to include the page number of a source in a citation only when you quote it word-for-word; however, the new APA 6th ed. encourages you to provide a page or paragraph number even when you are paraphrasing to make access easier for your readers.)

e.g. Many researchers concur with this perspective on intimacy within groups:

Co-presence does not ensure intimate interaction among all group members. In these instances, participants are able to see the visible manifestation of the group, the physical gathering, yet their ability to make direct, intimate connections with those around them is limited by the sheer magnitude of the assembly. (Purcell, 1997, pp. 111-112)

In general, references are cited parenthetically within text, using an author-date citation system, and are then listed alphabetically (by author) in the reference list. Each reference cited in text must appear in the reference list. However, **references to personal communications** are cited only in the text and not in the reference list.

The following are some examples of common references:

One work by one author:

Kessler (2003) found that among epidemiological samples ...
Early onset results in a more severe course (Kessler, 2003)

One work by multiple authors:

Two authors: cite both names every time the reference occurs

Three to 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 if it is the first citation of the reference within a paragraph.

- Jones, Chau, Seton-Rimon, and Matathia (2006) realized (first citation)
- Jones et al. realized (subsequent first citation per paragraph thereafter)

Within the text, use the word “and” in multiple-author citations in running text. In parenthetical citations and in the reference list, however, join the names by “&”.

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.

Groups as authors:

When groups serve as authors (associations RNAO, government bodies, etc.), these names are usually spelled out whenever they appear in the citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter.

e.g. Registered Nurses’ Association of Ontario – first time
RNAO – subsequent citations

Works with no identified author or with an anonymous author:

If there is no identified author, cite the first few words of the reference list entry (this is usually the title) and the year. Use double quotation marks around the title of an article and italicize the title of a journal, book, etc.

Two or more works within one citation:

- Place the citations in alphabetical order (by author’s surname). If there are two or more works by the same author, order them by year of publication from oldest to newest.
- Numerous studies on pain assessment in children (Filoci & Kurzem, 2003; Yalom 2001)
- Numerous studies on pain assessment in children (Filoci and Kurzem, 2001, 2003, in press)

Personal communications:

Whether private letters, telephone conversations, personal interviews, or e-mail communications, personal communications are cited in the text only. (You do not have to include them in the reference list.) Provide the initials as well as the surname of the communicator, along with the date if possible.

- P. Svinin (personal communication, November 3, 2009) suggests that ...

Reference list.

At the end of your paper or manuscript, you must provide an accurate reference list that provides all necessary information in a consistent fashion so that your reader could retrieve all the sources cited in your text (except for personal communications). Reference lists should be double-spaced and each entry should have a hanging indent. Entries should be arranged in alphabetical order by the surname of the first author followed by initials of the author's given name.

A reference should contain the following components: the author name, date of publication, title of the work, and publication data.

- **Authors' names:** Authors' names should be inverted (surnames and initials). When there are eight or more authors, include the first six authors' names, then three ellipses, and add the last author's name. In an edited book, place the editors' names in the author position and encloses (Ed.) or (Eds.) in parentheses after the last editor's name.
- **Date of publication:** Put in parentheses the year the work was published. For magazines and newspapers, give the year and exact date of publication, separated by a comma. Write "in press" in parentheses for articles that have been accepted for publication but not yet published. If no date is available, write n.d. in parentheses.
- **Titles:** Capitalize on the first word of the title and subtitle. For books or periodicals, italicize the title. For articles or chapter titles, do not italicize or place quotation marks around it. End with a period. Enclose any additional information on the publication (e.g. edition, volume number etc.) in parentheses immediately after the title.
- **Publication Data:** For books and reports, give the location (city and country) where publisher is located. Use a colon after the location and then give the name of the publisher in as brief a form as is intelligible. For periodicals, give the volume number after the periodical title; italicize it. Do not use Vol. before the number. Include the journal issue number (if available). Give the issue number in parentheses immediately after the volume number; do not italicize it. Give page numbers on which the cited material appears. Finish with a period.

e.g. *Journal of Clinical Nursing*, 16, 819-831.

A note on electronic (internet) sources and locator information

Electronic journal publishing is now the rule. It is now not always clear how to distinguish the advance online version of an article from the final published version. In general, for citing electronic sources, include the same elements, in the same order, as for non-electronic sources and then add as much retrieval information as needed for others to locate the source. This often means adding the URL, after the publication information in the following manner:

Retrieved from <http://www.apa.org/monitor/oct00/workplace.html>.

It also means including what is now called the DOI (if the DOI is, in fact, available). The DOI is a means of identification for managing information on digital networks. The DOI is a unique alphanumeric string assigned by an agency to identify content. All DOI numbers begin with a 10 and contain a prefix and a suffix separated by a slash. When DOIs are available, they should be included for both print and electronic sources. The DOI is usually located on the first page of the electronic journal article, near the copyright notice. The following shows how the doi is added on to a citation for an online journal.

Marshall-Pescini, S., & Whiten, A. (2008). Social learning of nut-cracking behavior in East African sanctuary-living chimpanzees (*Pan troglodytes schweinfurthii*) [Supplemental material]. *Journal of Comparative Psychology*, 122, 186-194. doi:10.1037/0735-7036.122.2.186.

The following are examples of some types of reference entries:

Books:

- Allan, H., Badenoch, D., Bexon, N., Carlson, C., Dearness, K., Mihayilova, B. et al. (2005). *Evidence-based health care: supporting evidence-based decision making in practice* [CD-ROM]. Oxford, UK: Update Software.
- American Psychiatric Association . (2000). *Diagnostic and statistical manual of mental disorders* (4th Ed.). Washington, DC: Author

Heumann, L.F. & Boldy, P.D. (Eds.). (1993). *Aging in place with dignity: international solutions relating to the low-income and frail elderly*. Westport, CT: Praeger Publishers.

Articles (chapters in books, in periodicals, non-electronic and electronic)

Chisholm, M.G., Lance, C.E., Williamson, G. M. & Mulloy, L.L.(2005). Development and validation of the immunosuppressant therapy adherence instrument (ITAS). *Patient Education and Counselling*, 59 (1), 13-20.

(Journal article with DOI)

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.

(Journal article without DOI – when DOI is not available)

Sillick, T. J. & Schutte, NS. (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>.

Thomas, G. & James, D. (2006). Reinventing grounded theory: some questions about theory ground and discovery. *British Educational Research Journal*, 32(6),767-795.

Tune, L.E. (2000). Delirium. In C.E. Coffey & J.L. Cummings (Eds). *The American psychiatric press textbook of geriatric neuropsychiatry* (pp. 441-450). New York, NY: American Psychiatric Publication, Inc.

Voyer, P., Mccusker, J., Cole, M.G., St- Jacques, S., & Khomenko, L. (2006). Factors associated with delirium severity among older patients. *Journal of Clinical Nursing*, 16, 819-83.

Walker, D., & Myrick, F. (2006). Grounded theory: An exploration of process and procedure.

Qualitative Health Research, 16(4), 547-559.

Technical and Research Reports

(authored report)

McReynolds, J. & Valerie Bishop-de Young, V. (2005). *Home & Community Care in Ontario.*

Where Healthy Societies Begin; Where Tax Dollars Go Farther. (Ontario Community Support Association. Submission to the Standing Committee on Finance and Economic Affairs). Retrieved from www.Ocsa.on.ca/whatsnew/Microsoft%20PowerPoint%20-%20OCSA_Presentation_Standing_Committee_Jan%2012%2005_FINAL.pdf

(corporate author, government report)

Ontario Human Rights Commission. (2001). *Time for Action. Advancing Human Rights for*

Older Ontarians. Retrieved from

www.ohrc.on.ca/en/resources/discussion_consultation/timeForActions/ENGL/pdf

Patricia Patchet-Golubev
HSWC at the Lawrence S. Bloomberg Faculty of Nursing
patricia.patchet.golubev@utoronto.ca