

CUESTA COLLEGE REGISTERED NURSING PROGRAM APA FORMAT GUIDELINES

Derived from the Publication Manual of the American Psychological Association, 6th edition

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APA Format Guidelines

The American Psychological Association (APA) has established style rules and guidelines that are set out in a reference book called the *Publication Manual of the American Psychological Association* (2009). The following information has been summarized from the 6th edition of the APA manual. For further detail and assistance:

- Reference copies of the 6th edition of the APA Publication Manual are available at Cuesta's North County and San Luis Obispo campus libraries.
- The APA website has a frequently asked questions (FAQs) page for APA style at <http://www.apastyle.org/learn/faqs/index.aspx> and a tutorial at <http://flash1r.apa.org/apastyle/basics/index.htm>.
- At the end of these guidelines, you will find a sample paper formatted according to APA guidelines that you may refer to for a quick reference.

General Format Instructions

Margins

The text should be indented 1 inch from the top, bottom, right, and left sides of each page.

Spacing

Double space between all text lines.

Number of Lines Per Page

Line length = 6 1/2" maximum. Do not flush right margin. Type no more than 27 lines of text on one page.

Font

The preferred typeface for APA is Times New Roman, with 12-point size. Type must be dark, clear, readable and copy well.

Pagination

All pages should be consecutively numbered within the margins in the upper right corner of the sheet. The title page is considered page one and should be numbered.

Title Page

The title page includes five elements: title, running head, author byline, institutional affiliation, and author note. Identify the title page with the page number 1. The remaining pages should be numbered consecutively. 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, counting letters, punctuation, and spaces between words. It should appear flush left in all uppercase letters at the top of the title page and all subsequent pages. Type the title in uppercase and lowercase letters, centered between the right and left margins and positioned in the upper half of the first page. The recommended length for a title is no more than 12 words.

| | |
|---|---|
| Running head | 1 |
| <p>Title of Paper</p> <p>Author (Student's Name)</p> <p>Cuesta College Division of Nursing</p> <p>Name of Course</p> <p>Instructor's Name and Credentials</p> <p>Date</p> | |

First Page of Content

| | |
|---|---|
| Running head | 2 |
| <p>Title of Paper</p> | |
| <p>Indent 5-7 spaces and begin the content. The title of the paper (just as it is worded on the title page) is centered at the top of this page as well. If you wish to use a heading, see the section regarding this below and take a look at the sample paper at the end of the guidelines.</p> | |

Paragraphs

Indent the first line of each paragraph five spaces or use the tab key, which should be set at five to seven spaces or 1/2 inch. Type the remaining lines of the paper to a uniform left-hand margin. The only exceptions to these requirements are block quotations (see p. 11) and titles and headings.

Headings

The heading style recommended by APA consists of five possible formatting arrangements, according to the number of levels of subordination. Each heading level is numbered (see Table 1 below). Regardless of the numbers of levels of subheading within a section, the heading structure for all sections follows the same top-down progression. Each section starts with the highest level of heading, even if one section may have fewer levels of subheading than another section.

Do not label headings with numbers or letters. The number of levels of heading needed for your article will depend on its length and complexity. If only one level of heading is needed, use Level 1; for a paper with two levels of headings, use Levels 1 and 2; if three levels are needed, use levels 1, 2, and 3; and so forth.

Table 1. Format for Five Levels of Heading in APA Journals

| Level of Heading | Format |
|------------------|--|
| 1 | Centered, Boldface, Uppercase and Lowercase Heading ^a |
| 2 | Flush Left, Boldface, Uppercase and Lowercase Heading |
| 3 | Indented, boldface, lowercase paragraph heading ending with a period. ^b |
| 4 | <i>Indented, boldface, italicized, lowercase paragraph heading ending with a period.</i> |
| 5 | <i>Indented, italicized, lowercase paragraph heading ending with a period.</i> |

^aThis type of capitalization is also referred to as *title case*. ^bIn a *lowercase paragraph heading*, the first letter of the first word is uppercase and the remaining words are lowercase.

Seriation

Just as the heading structure alerts readers to the order of ideas within a paper, seriation helps the reader understand the organization of key points within sections, paragraphs, and sentences. In any series, all items should be syntactically and conceptually parallel.

Separate paragraphs in a series, such as itemized conclusions or steps in a procedure, are identified by an Arabic numeral followed by a period; but they are not enclosed in or followed by parentheses. Separate sentences in a series are also identified by an Arabic numeral followed by a period; the first word is capitalized, and the sentence ends with a period or correct punctuation.

Using the learned helplessness theory, we predicted that the depressed and nondepressed participants would make the following judgments of control:

1. Individuals who ... [paragraph continues].
2. Nondepressed persons exposed to ... [paragraph continues].
3. Depressed persons exposed to ... [paragraph continues].

The use of “numbered lists” may connote an unwanted or unwarranted ordinal position (e.g., chronology, importance, priority) among the items. If you wish to achieve the same effect without the implication of ordinality, items in the series should be identified by bullets. Symbols such as small squares, circles, and so forth, may be used in creating a bulleted list.

- Individuals who ... [paragraph continues].
- Nondepressed persons exposed to ... [paragraph continues].
- Depressed persons exposed to ... [paragraph continues].

Within a paragraph or sentence, identify elements in a series by lowercase letters in parentheses.

The participant's three choices were (a) working with one other participant, (b) working with a team and (c) working alone.

Within a sentence, use commas to separate three or more elements that do not have internal commas; use semicolons to separate three or more elements that have internal commas:

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scorers, who scored more than 50 points.

Numbers

The general rule governing APA style on the use of numbers is to use numerals to express numbers 10 and above and words to express numbers below 10. Details expanding on this rule and exceptions and special usages follow:

Numbers expressed in numerals.

- a. Numbers 10 and above.

| | |
|-------------------|----------------------------|
| 12 cm wide | the 15 th trial |
| the remaining 10% | 13 lists |
| 25 years old | 105 stimulus words |
- b. Numbers that immediately precede a unit of measurement

| | |
|-------------|------------------|
| a 5-mg dose | with 10.54 cm of |
|-------------|------------------|
- c. Numbers that represent statistical or mathematical functions, fractional or decimal quantities, percentages, ratios, and percentiles and quartiles.

| | |
|--------------------------------|------------------------------|
| multiplied by 5 | 3 times as many [proportion] |
| a ratio of 16:1 | 0.33 of the |
| the 5 th percentile | more than 5% of the sample |
- d. Numbers that represent time, dates, ages, scores and points on a scale, exact sums of money, and numerals as numerals.

| | |
|-------------|-----------------------------|
| 1 hr 34 min | at 12:30 a.m. |
| 2-year-olds | scores 4 on a 7-point scale |

Exception: Use words for approximations of numbers of days, months, and years (e.g., about three months ago).

- e. Numbers that denote a specific place in a numbered series, parts of books and tables, and each number in a list of four or more numbers.

| |
|---|
| Grade 8 (<i>but</i> the eighth grade; see ordinal numbers below) |
| Table 3 |
| row 5 |

Numbers expressed in words. Use words to express

- a. any number that begins a sentence, title, or text heading. (Whenever possible, reword the sentence to avoid beginning with a number.)

Forty-eight percent of the sample showed an increase; 2% showed no change.

Twelve students improved, and 12 students did not improve.

b. common fractions.

one fifth of the class

two-thirds majority

c. universally accepted usage.

the Twelve Apostles

Five Pillars of Islam

Combining numerals and words to express numbers. Use a combination of numerals and words to express back-to-back modifiers.

2 two-way interactions

ten 7-point scales

A combination of numerals and words in these situations increases the clarity and readability of the construction. In some situations, however, readability may suffer; in such a case, spell out both numbers.

Correct:

First two items

Incorrect:

1st two items

First 2 items

Ordinal numbers. Treat ordinal numbers as you would cardinal numbers.

Ordinal

Cardinal base

second-order factor

two orders

the fourth graders

four grades

the first item of the 75th trial

one item, 75 trials

Abbreviations

To maximize clarity, use abbreviations sparingly. Although abbreviations are sometimes useful for long, technical terms in scientific writing, communication is usually garbled rather than clarified if, for example, an abbreviation is unfamiliar to the reader. Abbreviations introduced on first mention of a term and used fewer than three times thereafter, particularly in a long paper, may be difficult for a reader to remember, and you probably serve the reader best if you write them out each time.

You must decide (a) whether to spell out a given expression every time it is used or (b) whether to spell it out initially and abbreviate it thereafter. Before an abbreviation of a term can be used, it must, on its first appearance, be written out completely and followed immediately by its abbreviation in parentheses. Thereafter, only the abbreviation may be used in text; do not switch back and forth between the abbreviated and written out form of the term.

Crediting Sources

Plagiarism

It is unethical for writers to claim the words and ideas of another as their own; credit is given where credit is due. Quotation marks should be used to indicate that the exact words of another have been used. In addition, the page number where the quotation was found should be provided (see next section). Each time you paraphrase another author (summarize a passage or rearrange the order of the sentence and change some of the words) you must credit the source by citing the author. The key element of this principle is that an author does not present the work of another as if it were his or her own work.

Quoting and Paraphrasing

Quotation of Sources

Although quoting is acceptable in certain instances, paraphrasing what the author said shows that you have understood the material that you have read. The nursing faculty prefers that you paraphrase rather than quoting whenever possible; however, when you do quote material from another's work, it should be reproduced word for word. Incorporate a short quotation (fewer than 40 words) into text and enclose the quotation with double quotation marks.

Use three spaced ellipsis points (...) within a sentence to indicate that you have omitted material from the original source. Use four points to indicate any omission between two sentences. The first point indicates the period at the end of the first sentence quoted, and the three spaced ellipsis points follow. Do not use ellipsis at the beginning or end of any quotation unless, to prevent misinterpretation, you need to emphasize that the quotation begins or ends in midsentence.

When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page or paragraph number, especially when it would help an interested reader locate the relevant passage in a long or complex text.

Direct Quotations of Online Material Without Pagination

Credit direct quotations of online material by giving the author, year, and page number in parentheses. Many electronic sources do not provide page numbers. If paragraph numbers are visible, use them in place of page numbers. Use the abbreviation *para*.

Basu and Jones (2007) went so far as to suggest the need for a new “intellectual framework in which to consider the nature and form of regulation in cyberspace” (para. 4).

If the document includes headings and neither paragraph nor page numbers are visible, cite the heading and the number of the paragraph following it to direct the reader to the location of the quoted material.

In their study, Verbunt, Pernot, and Smeets (2008) found that “the level of perceived disability in patients with fibromyalgia seemed best explained by their mental health condition and less by their physical condition” (Discussion section, para. 1).

In some cases in which no paragraph or page numbers are visible, headings may be too unwieldy to cite in full. Instead, use a short title enclosed in quotation marks for the parenthetical citation:

“Empirical studies have found mixed results on the efficacy of labels in educating consumers and changing consumption behavior” (Golan, Kuchler, & Krissof, 2007, “Mandatory Labeling Has Targeted,” para. 4).

(The heading was “Mandatory Labeling Has Targeted Information Gaps and Social Objectives.”)

Accuracy of Quotations

Direct quotations must be accurate. The quotation must follow the wording, spelling, and interior punctuation of the original source, even if the source is incorrect. If any incorrect spelling, punctuation, or grammar in the source might confuse readers, insert the word *sic*, italicized and brackets, immediately after the error in the quotation.

Short Quotations of Less Than 40 Words

When quoting, always provide the author, year, and specific page citation from the journal or book and include a complete reference in the reference list.

Example 1:

She stated “ the placebo effect ... disappeared when behaviors were studied” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

Example 2:

Miele (1993) found that “the placebo effect, which had been verified in previous studies, disappeared when behaviors were studied” (p. 276).

Quotation of 40 or More Words

Display quotations of 40 or more words in a freestanding block of typewritten lines and omit the quotation marks. Start such a block quotation on a new line and indent the entire block 5-7 spaces from the left margin (in the same position as a new paragraph).

Example:

Miele (1993) found the following:

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, even when reel [sic] drugs were administered. Earlier studies (e.g., Abdullah, 1984; Fix, 1979) were clearly premature in attributing the results to a placebo effect (p. 276).

Reference Citations in Text

References in APA publications are cited in text with an author-date citation system and are listed alphabetically in the reference list. This style of citation briefly identifies the source for the readers and enables them to locate the source of information in the alphabetical reference list at the end of the article. Each reference cited in text must appear in the reference list, and each entry in the reference list must be cited in text. Make certain that each source referenced appears in both places and that the text citation and reference list entry are identical in spelling of author names and year.

One Work by One Author

APA papers use the surname of the author (do not include suffixes such as Jr. or academic degrees such as RN and PhD) and the year of publication. This citation is inserted into the text at the appropriate point. If the name of the author appears as part of the narrative, as in the first example below, cite only the year of publication in parentheses. Otherwise, place both the name and the year, separated by a comma, in parentheses (as in the second example). Even if the reference includes month and year, include only the year in the text citation. In the rare case in which both the year and the author are given as part of the textual discussion, do not add parenthetical information.

Walker (2000) compared reaction times

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

In 2000, Walker's study of reaction times showed

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 other studies cited in the article. Do include the year in all parenthetical citations.

Among epidemiological samples, Kessler (2003) found that early onset social anxiety disorder results in a more potent and severe course, Kessler also found...The study also showed that there was a high rate of comorbidity with alcohol abuse or dependence (Kessler, 2003).

However, when both the name and the year are in parentheses, include the year in subsequent citations within the paragraph.

Early onset results in a more persistent and severe course (Kessler, 2003). Kessler (2003) also found...

One Work by Multiple Authors

When a work has two authors, cite both names every time the reference occurs in text. 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.* (not italicized and with a period after "al") and the year if it is the first citation of the reference within the paragraph.

Kisangau, Lyaruu, Hosea, and Joseph (2007) found [Use as first citation in text.]

Kisangau *et al.* (2007) found [Use as subsequent first citation per paragraph thereafter.]

Kisangau *et al.* found [Omit year from subsequent citations after first nonparenthetical citation within a paragraph. Include the year in subsequent citations if first citation within a paragraph is parenthetical.]

Exception: If two references of more than three surnames with the same year shorten to the same form (e.g., both Ireys, Chernoff, DeVett, & Kim, 2001, and Ireys, Chernoff, Stein, DeVet, & Silver, 2001, shorten to Ireys *et al.*, 2001), cite the surnames of the first authors and as many of the subsequent authors as necessary to distinguish the two references, followed by a comma and *et al.*

Precede the final name 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 Wasserstein and Rock (2007) found

Past research (Wasserstein & Rock, 2007) found

When a work has six or more authors, cite only the surname of the first author followed by *et al.* (not italicized and with a period after *al*) and the year for the first and subsequent citations.

Groups as Authors

The names of groups that serve as authors (e.g., corporations, associations, government agencies) are usually spelled out each time they appear in a text citation. The names of some group authors are spelled out in the first citation and abbreviated thereafter. In deciding whether to abbreviate the name of a group author, use the general rule that you need to give enough information in the text citation for the reader to locate the entry in the reference list without difficulty. If the name is long and cumbersome and if the abbreviation is familiar or readily understandable, you might abbreviate the name in the second and subsequent citations. If the name is short or if the abbreviations would not be readily understandable, write out the name each time it occurs.

First text citation:

(National Institute of Mental Health [NIMH], 1999)

Subsequent text citation:

(NIMH, 1999)

Entry in reference list:

National Institute of Mental Health. (1999).

Works With No Identified Author or With an Anonymous Author

When a work has no identified author, cite in text the first few words of the reference list entry (usually the title) and the year. Use double quotation marks around the title of an article, a chapter, or a web page and italicize the title of a periodical, book, brochure, or a report:

on free care ("Study Finds," 2007)

the book *College Bound Seniors* (2008)

When a work's author is designated as "Anonymous," cite in text the word Anonymous followed by a comma and the date:

(Anonymous, 1998)

Authors With the Same Surname

If a reference list includes publications by two or more primary authors with the same surname, include the first author's initials in all text citations, even if the year of publication differs. Initials help the reader to avoid confusion within the text and to locate the entry in the list of references:

References:

Light, I. (2006). *Deflecting immigration: Networks, markets, and regulation in Los Angeles*. New York, NY: Russell Sage Foundation.

Light, M. A., and Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States. *Law Enforcement Executive Forum Journal*, 8, 73-82.

Text Cites:

Among studies, we review M. A. Light and Light (2008) and I. Light (2006).

Two or More Works Within the Same Parentheses

Order the citations of two or more works within the same parentheses alphabetically in the same order in which they appear in the reference list (including citations that would otherwise shorten to *et al.*).

Arrange two or more works by the same author (or by the same two or more authors in the same order) with the same publication date by the suffixes *a*, *b*, *c*, and so forth, after the year; repeat the year. The suffixes are assigned in the reference list, where these kinds of references are ordered alphabetically by title (of the article, chapter, or complete work).

Several studies (Derryberry & Reed, 2005a, 2005b)

List two or more works by different authors who are cited within the same parentheses in alphabetical order by the first author's surname. Separate the citations with semicolons:

Several studies (Miller, 1999; Shafranske & Mahoney, 1998)

Exception: You may separate a major citation from other citations within parentheses by inserting a phrase, such as *see also*, before the first of the remaining citations, which should be in alphabetical order:

(Minor, 2001; see also Adams, 1999; Storandt, 2007)

Secondary Sources

Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or are not available in English. Give the secondary source in

the reference list; in text, name the original work and give a citation for the secondary source. For example, if Allport's original work is cited in Nicholson and you did not read Allport's work, list the Nicholson reference in the reference list. In the text, use the following citation:

Allport's diary (as cited in Nicholson, 2003)

Classical Works

When a date of publication is inapplicable, such as for some very old works, cite the year of the translation you used, preceded by *trans.*, or the year of the version you used, followed by *version*. When you know the original date of publication, include it in the citation.

(Aristotle, trans. 1931)

James (1980/1983)

Reference list entries are not required for major classical works, such as ancient Greek and Roman works or classic religious works; simply identify in the first citation in the text the version that you used. Parts of classical works (e.g., books, chapters, verses, lines, cantos) are numbered systematically across all editions, so use these numbers instead of page numbers when referring to specific parts of your source:

1 Cor. 13:1 (Revised Standard Version)

(Qur'an 5:3-4)

Citing Specific Parts of a Source

To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Note that *page*, but not *chapter*, is abbreviated in such text citations.

(Centers for Disease Control and Prevention, 2005, p. 10)

(Shimamura, 1989, Chapter 3)

Personal Communications

Personal communications may be private letters, memos, some electronic communications (e.g., email or messages from nonarchived discussion groups or electronic bulletin boards), personal interviews, telephone conversations, and the like. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator, and provide as exact a date as possible. Students are often tempted to cite their instructor lecture material as personal communication. However, instructors derive their

information from peer-reviewed sources and students must review their texts or other peer-reviewed references to find appropriate reference support.

T.K. Lutes (personal communication, April 18, 2002)

(V.G. Nguyen, personal communication, September 28, 2000)

Reference List

APA formatted papers require a reference list, not bibliographies. A bibliography cites work for background as further reading; a reference list cites works that specifically support a particular paper. The reference list provides the information necessary to identify and retrieve each source. References in an APA paper are cited in text with an author-date citation system and are listed alphabetically according to the surname of the first author in the reference list. References cited in text must appear on the reference list; conversely, each entry in the reference list must be cited in text.

Construction of an Accurate and Complete Reference List

The title of the reference list is centered at the top of the first page of the reference list and is titled *Reference List*. The reference list is double-spaced and uses a hanging indent. This means that, rather than indenting the first line of each reference, only subsequent lines of that reference entry are indented five to seven spaces (see example in sample paper following).

Alphabetizing names. Arrange entries in alphabetical order by the surname of the first author, using the following rules for special cases:

- Alphabetize letter by letter. Remember that “nothing precedes something”: Brown, J. R. precedes Browning, A. R. even though *i* precedes *j* in the alphabet.
- Alphabetize the prefixes M', Mc, and Mac literally, not as if they were all spelled Mac. MacArthur precedes McAllister, and MacNeil precedes M'Carthy.
- Alphabetize entries with numerals chronologically (e.g., Macomber, J., II, precedes Macomber, J., III).

Order of several works by the same first author. When ordering several works by the same first author, give the author's name in the first and all subsequent references and use the following rules to arrange the entries:

- One-author entries by the same author are arranged by year of publication, the earliest first:
 Hewlitt, L. S. (1996).
 Hewlitt, L. S. (1999).

- One-author entries precede multiple-author entries beginning with the same surname:
Alleyne, R. L. (2001)
Alleyne, R. L., & Evans, A. J. (1999).
- References with the same first author and different second or third author are arranged alphabetically by the surname of the second author or, if the second author is the same, the surname of the third author, and so on:
Gosling, J.R., Jerald, K., & Belfar, S. F. (2000).
Gosling, J.R., & Telvin, D. F. (1996).
Hayward, D., Fischeing, A., & Brown, J. (1999).
Hayward, D., Fischeing, A., & Smigel, J. (1999).
- References by the same author (or by the same two or more authors in the same order) with the same publication date are arranged alphabetically by the title (excluding A or The) that follows the date. Lowercase letters – a, b, c, and so on – are placed immediately after the year within the parentheses:
Baheti, J. R. (2001a). Control...
Baheti, J. R. (2001b). Roles of...

Order of several works by different first authors with the same surname. Arrange works by different authors with the same surname alphabetically by first initial.

Mathur, A. L., & Watson, J. (1999)

Mathur, S. E., & Ahlers, R. J. (1998)

Note: Include initials with the surname of the first author in text citations (see page 14).

Order of works with group authors or no authors. Occasionally a work will have as its author an agency, association, or institution, or it will have no author at all. Alphabetize group authors, such as associations or government agencies, by the first significant word of the name. Full official names should be used (e.g., American Psychological Association, not APA). A parent body precedes a subdivision (e.g., University of Michigan, Department of Psychology).

If, and only if, the work is signed “Anonymous,” the entry begins with the word Anonymous spelled out, and the entry is alphabetized as if Anonymous were a true name.

If there is no author, move the title to the author position, and alphabetize the entry by the first significant word of the title.

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

Author and Editor Information

Authors. Invert all authors' names; give surnames and initials for only 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 author's name. In text, follow the citation guidelines on pages 12-13. Do not include any academic degrees such as PhD or RN.

Editors. In a reference to an edited book, place the editor's names in the author position and enclose the abbreviation *Ed.* or *Eds.* in parentheses after the last editor's name. The period follows the parenthetical abbreviation (Eds.).

Publication Date

Give in parentheses the year the work was published (for unpublished or informally published works, give the year the work was produced). For magazines, newsletters, and newspapers, give the exact year and date of the publication (month or month and day), separated by a comma and enclosed in parentheses.

Title

Article or chapter title. Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; do not italicize the title of an article or place quotation marks around it. Finish the element with a period.

Mental and nervous system diseases in the Russo-Japanese war: A historical analysis.

Periodical title: Journals, newsletters, and magazines. Give the periodical title in full, in uppercase and lowercase letters. Italicize the name of the periodical.

Social Science Quarterly

Nonperiodical title: Books and reports.

- Capitalize only the first word of the title and of the subtitle, if any, and any proper nouns; italicize the title. Enclose additional information given on the publication for its identification and retrieval (e.g., edition, report number, volume number) in parentheses immediately after the title. Do not use a period between the title and the parenthetical information; do not italicize the parenthetical information.

Development of entry-level tests to select FBI special agents (Publication No. FR-PRD-94-06).

Publication Information

Periodicals: Journals, newsletters, and magazines.

- Give the volume number after the periodical title; italicize it. Do not use *Vol.* before the number.
- Include the journal issue number (if available), along with the volume number, if the journal is paginated separately by issue. Give the issue number in parentheses immediately after the volume number; do not italicize it. Give inclusive page numbers on which the cited material appears.
- Finish the element with a period.

Social Science Quarterly, 84, 508-525.

Nonperiodicals: Books and reports.

- Give the location (city and state or, if outside the United States, city and country) where the publisher is located as noted on the title page for books, reports, brochures, and other separate, nonperiodical publications.
- If the publisher is a university and the name of the state or province is included in the name of the university, do not repeat the name in the publisher location.
- The names of the U.S. states and territories are abbreviated in the reference list; use the official two-letter U.S. Postal Service abbreviations. To cite locations outside the United States, spell out the city and the country names.
- Use a colon after the location.
- Give the name of the publisher in as brief a form as is intelligible. Write out the names of associations, corporations, and university presses, but omit superfluous terms such as *Publishers, Co.*, and *Inc.*, which are not required to identify the publisher. Retain the words *Books* and *Press*.
- Finish with a period.

New York, NY: McGraw-Hill.

Washington, DC: Author.

Newbury Park, CA: Sage.

Pretoria, South Africa: Unisia

Electronic Sources and Locator Information

In general, APA recommends that you include the same elements, in the same order, as you would for a reference to a fixed-media source and add as much electronic retrieval information as needed for others to locate the sources you cited.

Understanding a URL. The URL is used to map digital information on the Internet. The components of a URL are as follows:

| Protocol | Host name | Path to document | File name of specific document |
|---|-----------|------------------|--------------------------------|
| [] | [] | [] | [] |
| http://www.apa.org/monitor/oct00/workplace.html | | | |

Protocol indicates what method a web browser (or other type of Internet software) should use to exchange data with the file server on which the desired document resides. The protocols recognized by most browsers are hypertext transfer protocol (HTTP), hypertext transfer protocol secure (HTTPS), and file transfer protocol (FTP). In a URL, the protocol is followed by a colon and two forward slashes (e.g., http://).

Host or domain name identifies the server on which the files reside. On the web, it is often the address for an organization's home page (e.g., http://www.apa.org is the address for APA's home page). Although many domain names start with "www," not all do (e.g., http://journals.apa.org is the homepage for APA's electronic journals). The domain name is not case sensitive; for consistency and ease of reading, always type in lowercase letters.

The domain name extension can help you determine the appropriateness of the source for your purpose. Different extensions are used depending on what entity hosts the site. For example, the extensions ".edu" and ".org" are for educational institutions and nonprofit organizations, respectively; and ".com" and ".biz" are used for commercial sites. Domain name extensions may also include a country code (e.g., ".ca" for Canada or ".nz" for New Zealand). The rest of the address indicates the directory path leading to the desired document.

All content on the Internet is prone to being moved, restructured, or deleted, resulting in broken hyperlinks and nonworking URLs in the reference list. In an attempt to resolve this problem, scholarly publishers have begun assigning a DOI to journal articles and other documents.

The DOI system. The DOI System provides a means of persistent identification for managing information on digital networks. The DOI System is implemented through registration agencies such as CrossRef (<http://www.crossref.org>), which provides citation-linking services for the

scientific publishing sector. A DOI is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The DOI is typically located on the first page of the electronic journal article, near the copyright notice.

| Location of Digital Object Identifier (DOI) in Journal Article | |
|---|--|
| Journal of Experimental Psychology Learning, Memory, and Cognition 2008 Vol. 34, No. 3, 439-459. | Copyright 2008 by the American Psychological Association 0278-7393/08/\$12.00 DOI: 10.1037/0278-7393.34.439 |
| <p>How To Say No: Single and Dual-Process Theories of Short-Term Recognition Tested on Negative Probes</p> <p>Klaus Oberauer University of Bristol</p> <p>Three experiments with short-term recognition tasks are reported. In Experiments 1 and 2, participants decided whether a probe matched a list item specified by its special location. Items presented at study</p> | |

Providing Publication Data for Electronic Sources

- For electronic versions based on a print source (as in PDF), give inclusive page numbers for the article cited. Use *pp.* before the page numbers in references to newspapers.
- Provide the DOI, if one has been assigned to the content. Publishers who follow the best practice publish the DOI prominently on the first page of an article. Because the DOI string can be long, it is safest to copy and paste whenever possible. Provide the alphanumeric string for the DOI exactly as published in the article. This is not a style issue but a retrieval issue.
- Use this format for the DOI in references: doi: xxxxxxxx
- When a DOI is used, no further retrieval information is needed to locate the content.
- If no DOI has been assigned to the content, provide the home page URL of the journal or of the book or report publisher. If you are accessing the article from a private database, you may need to do a quick web search to locate this URL. Transcribe the URL correctly by copying it directly from the address window in your browser and pasting it into your working document.
- Do not insert a hyphen if you need to break a URL across lines; instead, break the URL before most punctuation (an exception would be http://). Do not add a period after the URL,

to prevent the impression that the period is part of the URL. This is not a style issue but a retrieval issue.

- Do not include retrieval dates unless the source material may change over time.

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 with DOI, more than seven authors.

Gilbert, D. G., McClernon, J. F., Rabinovich, N. E., Sugai, C., Plath, L. C., Asgaard, G.,...Botros, N. (2004). Effects of quitting smoking on EEG activation and attention last for more than 31 days and are more severe with stress, dependence. *Nicotine and Tobacco Research, 6*, 249-267. doi: 10.1080/1462220041001676305

Journal article without DOI (when DOI is not available)

- If there is no DOI assigned and the reference was obtained online, give the URL of the journal home page.
- No retrieval date is needed.

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>

Online newspaper article. Give the URL of the home page when the online version of the article is available by search to avoid nonworking URLs.

Brody, J. E. (2007, December 11). Mental reserves keep brain agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

A Survival Guide for APA Format

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Nurse Caring Concepts

NRAD201A

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Fall 2011

A Survival Guide for APA Format

Every profession has a defined body of knowledge. That knowledge is shared through publications. Members of the profession are encouraged to contribute by writing for publication. Nurses, as professionals, are encouraged to share their knowledge and new findings by writing for publication. This paper will trace the history of nurses writing to share their knowledge with professional colleagues. It is best if you always cite a peer-reviewed reference as support for any facts that you discuss in your paper. However, if you do need to base a statement in your paper on a fact that was told to you, for instance, during a class lecture by an instructor, you must cite this as a personal communication. Because they do not provide recoverable data, personal communications are not included in the reference list. Cite personal communications in text only. Give the initials as well as the surname of the communicator and provide as exact a date as possible. For example, most individuals who decide to enter the profession of nursing do so out of a genuine desire to help others (A.R. Torrey, personal communication, January 5, 2011).

Historical Background

Nineteenth Century

In 1859, Florence Nightingale wrote about the need for nurses to make “sound and ready observations” (as cited in Carroll, 1992, p. 64). In case you didn’t notice, this was a citation of a secondary source. To learn how this is done and how the reference list is formatted, refer to page 15 of the APA guidelines. She had great respect for careful documentation. Her efforts to record her work provided a fine example of contributing to the beginnings of the body of nursing knowledge.

Here in America, a number of nurses recorded their activities in caring for Civil War soldiers. These books were written in a variety of styles popular at the time (Kalisch & Kalisch, 1986).

Twentieth Century

Nurses have a wealth of information based on nursing expertise derived from the patients they have cared for. Often, the desire to write about learning experiences and acquired knowledge may be overshadowed if a first-time author becomes overwhelmed with the innumerable questions about where and how to begin the process. First, and foremost, the beginning writer should start with a familiar topic or specific area of expertise. This will assist the novice greatly in composing

an article for publication (Eagles, 1998). Once writing experience is achieved, a seasoned writer will be more proficient and confident with researching and writing.

Serialization

Enumerate elements in a series to prevent misreading or to clarify the sequence or relationship between elements, particularly when they are lengthy or complex. According to Donnelly (1994) the initials “ER” have three meanings: (a) ever ready, (b) earnestly responding or (c) enthusiastically resuscitating.

The nursing process is a commonly accepted guide for nursing practice. The first two steps of the nursing process include:

1. Assessment involves data collection about the patient. Some methods of data collection include interviewing, observation, physical examination, and review of the medical record.
2. Nursing diagnosis is an accurate statement of the problem based on the assessment. While nursing diagnosis is a relatively new term, it has become increasingly accepted due to the extensive work of the North American Nursing Diagnosis Association (NANDA).

Quotations

Material directly quoted from another’s work should be reproduced word for word. Incorporate a short quotation (fewer than 40 words) into text, and enclose the quotation with double quotation marks. Thompson (1994) claims that “we still stand in ignorance and awe before the unknown finality of death” (p. 175). A nurse-editor says: “Writing can be scary. We place our thoughts, opinions, and knowledge down on paper - forever- and then lose control of it. It now belongs to everyone who reads it, to pass judgment on. That's risky stuff. But it's exhilarating risky stuff” (Borgatti, 1998, p. 3).

Display a quotation of 40 words or more in a freestanding block of typewritten lines, and omit the quotation marks. Start such a block quotation on a new line, and indent the block from the left margin (in the same position as a new paragraph). The entire quotation should be double-spaced. When quoting, always provide the author, year and specific page citation in the text, and include a complete reference in the reference list.

Some less published helpful hints for emergency room nursing are shared by Donnelly (1994) in what she calls Pauline’s Pearls:

When a patient becomes pale and tells you, “I’m going out,” he doesn’t mean for a smoke. If you’re starting an IV at the time, ignore him and finish what you’re doing, otherwise you’ll end up with a patient with no BP and no IV. If a patient says, “Don’t make me drink that green stuff or I’ll puke for sure,” believe her, or she’ll puke for sure. If a patient says, “I’ve got lousy veins, try my left earlobe, try the left earlobe.” This eliminates having to explain all those hematomas to the ICU nurse later on (p. 7-8).

Electronic Sources

If you use online or electronic media when writing a paper, you will need to cite this in the body of the paper and include it in your reference list. If the electronic journal is simply an online version of a print journal, you may cite and reference just as you would if you held the print journal in your hand. If it is an online source only, refer to page 10 of the APA guidelines for citation information and page 20 for reference list formatting. APA has a frequently asked questions page for APA style: <http://www.apastyle.org/learn/faqs/index.aspx>. They’ve also created a Flash tutorial at <http://flash1r.apa.org/apastyle/basics/index.htm>, and a chart for determining when to include DOIs and URLs in your references.

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