1. Open a blank Microsoft document page, select Times New Roman 12 pt. font, double space, with 1 inch margins for the entire paper. Use black ink only. Use standard 8.5 x 11” white paper for printing.

2. The order of the manuscript is title page, abstract (not required at GHSON), text, references, appendices, tables and figures.

3. Insert a header by clicking on Insert, then clicking on Header. Choose Blank.
   - Click on the box directly before Different First Page.
   - On the title page, click in the Header and type: Running head: TITLE OF PAPER. The total number of characters allowed in the Header is 50. Spaces count. If the title is too long, it can be abbreviated. Use all caps. It should be left justified.
   - Click Page Number and select Current Position. Select Plain Number. Space the page number to the right margin, leaving two spaces to allow for double digit page numbers.
   - Double click into the body of the paper to exit the Header. Press Enter repeatedly to the second page. Double click into the 2nd page Header and type the TITLE in all caps without the words Running head. Insert the page number, using the same method. It automatically tabulates the page numbers throughout the document.

4. In the body of the title page using upper and lower case letters, type the Title of the paper, double space, your name, double space and Graham Hospital School of Nursing. This should be centered vertically and horizontally.

5. On the first page of text, generally page two, type the Title of the Paper using upper and lower case letters centered on the first line.
6. Align the margin left, with a ragged right margin. Do not break words at the end of a typed line; if the word will not fit, it should go to the next line. Indent the first line of each paragraph. Each paragraph should generally include, at the minimum, one reference citation. Each page should have approximately 27 lines of text.

7. Use two spaces at the end of each sentence. Use one space after initials in personal names, commas, colons, and semicolons.

8. Sections of the text follow each other without a break. Do not start a new page when a new heading occurs.

9. Short quotations (fewer than 40 words) should be incorporated into the text and enclosed in double quotation marks. Longer quotations are displayed in a block quotation (a block quotation is indented approximately ½ inch from the left margin, does not have quotation marks, and is not indented from the right margin).

10. Center the word Reference(s) on the first line of the reference page. The reference page should be organized alphabetically by the first author of each source. Never change the order of the author names referenced in books or articles.

11. Use a hanging indent for reference entries (first line is flush left and subsequent lines are indented).


14. References indicate material that have been read and documented by a citation in the paper. If the reference is on the Reference page, it should be cited in the paper. If a citation is used in the paper, it should be listed on the Reference page, except in the case of personal communications and notes.
**BOOKS**

**One author:**

**No author:**

**Corporate author:**

**Two authors:**

**Three to seven editors (same for authors without (Eds.) section):**

**More than seven authors:**

**Article or chapter in an edited book:**

**New York as place of publication:**

**ARTICLES**

**One author:**

**Two authors:**
Three to seven authors:

More than seven authors (6 names, ellipses, last name):

No author:

Corporate author:

Article in a journal paginated by issue:

Article in a journal paginated by volume:

Article from an electronic database:

Internet only journal article:

Journal supplement:

Newspaper article:
**MOVIES**

**Theatrical release DVD, one director, two producers:**

**Movie for a Limited or Specialized Audience:**

**Television program:**

**WEBSITES**

**Corporate author:**


**Organization author:**

**Multiple authors:**

**No author and no date:**

**Personal author:**
ELECTRONIC PROGRAMS


PAMPHLETS AND BROCHURES


GRAHAM HOSPITAL INFORMATION

Meditech:


Policies & procedures:

POWERPOINT SLIDES

Fulton County Health Department. (2014). This is your health department. [PowerPoint slides]. Canton, IL: Author.


DRUG LABELS

PERSONAL COMMUNICATION, NOTES AND HANDOUTS

Personal communication: letters, phone calls, email, interviews:
Cite In-Text Only: M. Burton (personal communication, August 1, 2009)

Class notes:
Cite In-Text Only: In a lecture on November 16, 2008, to a PSYO 252 class, Professor Davies said

Handouts:

In-Text Citation: (Woodworth, 2006)

TIPS AND HELPFUL WEB RESOURCES

- Make sure your website references print in black, not blue.
- If you have two distinct works by the same author and published in the same year, list them in alphabetical order by title.
- All journal citations require the journal volume. Journals that are paginated continuously, January-December (for example starting at page 1 in January and ending at page 1200 in December), do NOT require an issue number. Journals that start each issue in the year with page 1, require the issue number only. If you can’t tell how the journal is paginated, either from the journal in hand or online, include the issue number.
## In-Text Reference Examples

### Citing a reference within a sentence

<table>
<thead>
<tr>
<th>Number or type of author/editor</th>
<th>1st time used</th>
<th>2nd time used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 authors:</td>
<td>Ackley and Ladwig (2011) state that...</td>
<td>Same</td>
</tr>
<tr>
<td>3-5 authors:</td>
<td>According to research completed by Frazer, Albert, Smith, &amp; Dearner (1982), using lift...</td>
<td>Frazer et al., (1982) recommend using lift...</td>
</tr>
<tr>
<td>6 or more authors:</td>
<td>Cavadar et al. (2007)</td>
<td>Same</td>
</tr>
<tr>
<td>Groups that are recognized by abbreviation:</td>
<td>Center for Disease Control (CDC, 2011)</td>
<td>CDC, (2011)</td>
</tr>
</tbody>
</table>

### Citing a reference at the end of the sentence or quote

<table>
<thead>
<tr>
<th>Number or type of author/editor</th>
<th>1st time used</th>
<th>2nd time used</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2 authors:</td>
<td>(Ackley &amp; Ladwig, 2011, p. 6).*</td>
<td>Same</td>
</tr>
<tr>
<td>3-5 authors:</td>
<td>(Frazer, Albert, Smith, &amp; Dearner, 1982, p. 6).*</td>
<td>(Frazer et al., 1982, p. 6).*</td>
</tr>
<tr>
<td>6 or more authors:</td>
<td>(Cavadar et al., 2007, p. 6).*</td>
<td>Same</td>
</tr>
<tr>
<td>Groups that are recognized by abbreviation:</td>
<td>(American Psychological Association [APA], 2011, p. 21).*</td>
<td>(APA, 2011, p. 21).*</td>
</tr>
</tbody>
</table>

**Note:** When citing a reference in text, use the information from the author spot and publication year for all references found on the reference page. Treat authors, editors, corporations or organizations the same.

*Depending on the specific assignment, page numbers for book and/or article in-text citations may be requested by Graham instructors. This is not an APA requirement. Do not include page numbers for courses taken outside of Graham unless specifically assigned by the course instructor.

Complete the reference page as sources are used in the paper. By doing so, citing in-text will be easier and more accurate.