

# APA Format, 6<sup>th</sup> Edition

## How to Set Up a Paper in APA Format

2018

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 last name of 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).
13. In referencing periodicals, italicize the journal title and volume number. Italicize all other book, movie, website titles, except software.
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.

## Reference Examples in APA Format

### BOOKS

**One author:**

Fisher, C. (2003). *Decoding the ethics code: A practical guide for psychologists*. Thousand Oaks, CA: Sage.

**No author:**

*Merriam-Webster's collegiate dictionary* (11<sup>th</sup> ed.). (2005). Springfield, MA: Merriam Webster.

**Corporate author:**

University of Chicago Press. (2003). *The Chicago manual of style* (15<sup>th</sup> ed.). Chicago, IL: Author.

**Two authors:**

Haugen, N., & Galura, S. (2011). *Ulrich & Canale's nursing care planning guides: Prioritization, delegation, and critical thinking* (7<sup>th</sup> ed.). St. Louis, MO: Elsevier Saunders.

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

Harlow, L. L., Mulaik, S. A., & Steiger, J. H. (Eds.). (1997). *What if there were no significance tests?* Mahway, NJ: Erlbaum.

**More than seven authors:**

Berman, A., Snyder, S. J., Levett-Jones, T., Dwyer, T., Hales, M., Harvey, N., . . . Stanley, D. (2012). *Kozier and Erb's fundamentals of nursing* (2<sup>nd</sup> ed). Frenchs Forest, Australia: Pearson Australia.

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

Ehrenfeld, D. (2002). Hard times for diversity. In A. Kimbrell (Ed.), *The fatal harvest reader: The tragedy of industrial agriculture* (pp. 77-86). Washington, DC: Island Press.

### ARTICLES

**One author:**

Bentley, M. (2009). Instructions in regard to preparation of manuscript. *Psychological Bulletin*, 26, 57-63. doi:10.37/h0071487

**Two authors:**

Devlin, J. T., & Poldrack, R. A. (2007). In praise of tedious anatomy. *NeuroImage*, 37, 1033-1041. doi:10.1016/j.neuroimage.2006.09.055

**Three to seven authors:**

Frazer, J., Albert, M., Smith, J., & Dearner, J. (1982). Impact of human sexuality workshop on the sexual attitudes and knowledge of nursing students. *Journal of Nursing Education, 21*(3), 6-13.

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

Cavdar, I., Akyolcu, N., Ozbas, A., Oztekin, D. Ayoglu, T., Akyuz, N., . . . Owens, K. M. (2007). Determining female physicians' and nurses' practices and attitudes toward breast self-examination in Istanbul, Turkey. *Oncology Nursing Forum, 34*, 1218-1221.

**No author:**

Ageist language in psychological research. (1993). *American Psychologist, 48*, 49-51. doi:10.1037/0003-066X.48.1.49

**Corporate author:**

American Psychological Association. (2002). Ethical principles of psychologists and code of conduct. *American Psychologist, 57*, 1060-1073. doi:10.1037/0003-066X.57.12.1060

**Article in a journal paginated by issue:**

Jemmott, L., Jemmott, J., Hutchison, M., Cederbaum, J., & O'Leary, A. (2008). Sexually transmitted infection/HIV risk reduction interventions in clinical practice settings. *Journal of Obstetric, Gynecological and Neonatal Nursing, 37*(2), 137-145.

**Article in a journal paginated by volume:**

Kim, M. K., & Alvi, A. (1999). Common head and neck manifestations of AIDS. *AIDS Patient Care, 13*, 641-644.

**Article from an electronic database:**

Oliver, M., Nelson, K., Cade, R., & Cueva, C. (2007). Therapeutic letter writing from school counselors to students, parents, and teachers. *Professional School Counseling, 10*, 510-515.  
Retrieved from <http://schoolcounselor.org/>

**Internet only journal article:**

Knowles, E. & Kalata, K. (2007). A model for enhancing online course development. *Innovate: Journal of Online Education, 4*(2).  
Retrieved from <http://www.innovateonline.info/?view=article&id=456&action=synopsis>

**Journal supplement:**

Zitkus, B. S. (2010). Assessing chest pain accurately. *Nursing, 40* (Suppl.-Cardiac Insider), 1-6. doi:10.1097/01.NURSE.0000389904.40627.35

**Newspaper article:**

Fairclough, F., & Seo, H. (2005, December 24). Probe finds scientist faked results. *The Wall Street Journal*, p. B3.

## MOVIES

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

Kirschner, D., & Haft, S. (Producers), Ortega, K. (Director). (1993). *Hocus pocus* [Motion picture]. United States: Walt Disney Pictures.

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

Insight Media. (2005). *Body language: Cultural differences* [DVD]. United States: Author.

### **Television program:**

Bikel, O. (Producer). (2004, June 17). *The plea* [Television broadcast]. Boston, MA: WGBH.

## WEBSITES

### **Corporate author:**

Center for Disease Control & Prevention (CDC). (2011). *Occupational HIV transmission and prevention among health care workers*. Retrieved from <http://www.cdc.gov/hiv/resources/factsheets/hcwprev.htm>

National Library of Medicine. (2014). *Hantavirus infections*. Retrieved from <http://www.nlm.nih.gov/medlineplus/hantavirusinfections.html>

U.S. Department of Health & Human Services. (2016). *Symptoms of HIV*. Retrieved from <https://www.aids.gov/hiv-aids-basics/hiv-aids-101/signs-and-symptoms/>

WebMD. (2010, June 21). *Obsessive-compulsive disorder – topic overview*. Retrieved from <http://www.webmd.com/anxiety-panic/tc/obsessive-compulsive-disorder-ocd-topic-overview>

### **Organization author:**

Avert International HIV & AIDS Charity. (2011). *Tuberculosis*. Retrieved from <http://www.avert.org/tuberculosis.htm>

### **Multiple authors:**

Ahmed, I., Ai, E., Chang, E., & Luckie, A. (2011). *Ophthalmic manifestations of HIV*. Retrieved from <http://hivinsite.ucsf.edu/InSite?page=kb-04-01-12#s3.2.1x>

### **No author and no date:**

*Treatment after exposure to HIV*. (n.d.). Retrieved from <http://www.aids.org-treatment/treatment-hiv/>

### **Personal author:**

Carter, M. (2011). *Candida (thrush)*. Retrieved from <http://aidsmap.com/page/1044820/>

## ELECTRONIC PROGRAMS

- Elsevier. (2016). Clinical skills: Essentials collection [Web based program]. Amsterdam, The Netherlands: Author.
- Wolters Kluwer Health, Inc. (July 25, 2012). Sulfamethoxazole/Trimethoprim tablets. Retrieved from Graham Hospital Pharmacy: PharmSuite [Computer software]: File://C:\pharm suite\Exported Files\PHARMCK2imm2319\_eng.html
- NutriGenie. (2003). DASH diet (Version 7.8) [Computer software].

## PAMPHLETS AND BROCHURES

- Graham Hospital. (n.d.). *Nuclear stress test* [Pamphlet]. Canton, IL: Author.
- Illinois Department of Public Health, Office of Women's Health. (2009). *Your right to know* [Brochure]. Springfield, IL: Author.

## GRAHAM HOSPITAL INFORMATION

### **Meditech:**

- Graham Hospital. (2007). *Cardiac CTAs: Examination guidelines*. Retrieved from Meditech Cabinet: Hospital manuals; Drawer: Computerized tomography; File: Cardiac CTAs exam guidelines.
- Graham Hospital. (2010). *Lab results, date of lab: Patient XY*. Retrieved from Meditech Cabinet: complete path.

### **Policies & procedures:**

- Graham Hospital. (2010). *Central venous catheter policy and protocol grid*. Retrieved from Employee Portal: Policy & procedure; Patient services organizational: Intravenous/

## POWERPOINT SLIDES

- Fulton County Health Department. (2014). *This is your health department*. [PowerPoint slides]. Canton, IL: Author.
- Roberts, K. F. (1998). *Federal regulations of chemicals in the environment* [PowerPoint slides]. Retrieved from <http://siri.uvm.edu/ppt/40hrenv/index.html>

## DRUG LABELS

- Sandoz Pharmaceuticals Corp. (2013). *Lamasil* [Package insert]. East Hanover, NJ: Author.

## 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:**

Woodworth, M. (2006). *Psychopaths* [Class handout]. Department of Psychology, University of British Columbia Okanagan, Kelowna, Canada.

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.
- Linares, B. (2017). *Citing special sources*. Retrieved from <http://guides.lib.unc.edu/c.php?g=8446&p=769403>
- Purdue University. (2018). *Purdue online writing guide*. Retrieved from [https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_style\\_introduction.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html)
- Santa Fe College: Lawrence W. Tyree Library. (2018). *APA citation guide*. Retrieved from <https://sfcollege.libguides.com/apa>
- Scribe, A. (2017). *APA basic for research papers*. Retrieved from <http://www.docstyles.com/apaindex.html>
- University of Wisconsin-Madison. (2017). *APA documentation guide*. Retrieved from: <http://writing.wisc.edu/Handbook/DocAPA.html>

## In-Text Reference Examples

### Citing a reference within a sentence

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

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

Number or type of author/editor	1st time used	2nd time used
1-2 authors:	(Ackley & Ladwig, 2011, p. 6).*	Same
3-5 authors:	(Frazer, Albert, Smith, & Dearner, 1982, p. 6).*	(Frazer et al., 1982, p. 6).*
6 or more authors:	(Cavadar et al., 2007, pp. 6-7).*	Same
Groups that are recognized by abbreviation:	(American Psychological Association [APA], 2011, p. 21).*	(APA, 2011, p. 21).*

**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 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.