When to use APA style

- **Always** use APA style!
  - When writing a paper
  - When referencing a source in your clinical paperwork
  - When writing an article abstract
  - When reviewing a movie
- In all of your nursing courses
Resources

- Your APA Textbook

Resources


- There are other writing resources found in the same call number area of PE 1408
Resources

The Purdue Online Writing Lab (OWL)

Welcome to the Purdue OWL. We offer over 200 free resources including:

- Writing and Teaching Writing
- Research
- Grammar and Mechanics
- Style Guides
- ESL (English as a Second Language)
- Job Search and Professional Writing

English Department: Purdue University. (2018). The Purdue online writing lab (OWL). Retrieved from https://owl.english.purdue.edu/owl/section/2/10/
Resources
Resources

Additional APA help

Common drive: APA folder


GHSON website > Library resources > Guides and tutorials > APA 6th ed.

Library Book Section: PE 1408

Library Computer Lab Bulletin Board
APA Format, 6th Edition

How to Set Up a Paper in APA Format

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.
APA Title Page

- Header: Include Running head: with title or partial title of the paper in capital letters, left justified, with the page number on the same line justified to the right. The title cannot be more than 50 characters total, including the words Running head:. It can be abbreviated in the header.

- Title: vertically & horizontally centered and double spaced:
  - Title of paper – make it interesting, let it describe your paper. Use headline-style capitalization.
  - Your name
  - Institution - Graham Hospital School of Nursing
Emphysema: A Destruction of Air Sac
Anu Sethi
Graham School of Nursing
APA Body of Paper

- Margins – 1 inch
- Use 12-pt Times New Roman throughout the paper
- Indent first line of every paragraph
- Double space the entire document
- Left justify the paper. The right side should be ragged.
- Do not hyphenate words at the end of a line, let the line run short
- The title should be included on the first page of the body of the paper, centered and double spaced
- The title and page number in the header should continue throughout paper
Emphysema: Destruction of Air Sacs

Emphysema is a disease that affects many people in the world today. Emphysema is a type of chronic obstructive pulmonary disease (COPD) that affects the lungs and causes a loss in the elasticity. The damage of air sacs in the lungs where oxygen from the air is replaced from the carbon dioxide in the blood is known as emphysema. Emphysema can be caused by outside physical factors such as pollutants like cigarette, cigar or pipe smoking or by genes passed down through the family. To better understand emphysema and its consequences, this paper will cover normal physiology of the lungs, its pathophysiology, clinical findings and treatment. Nursing process will also be discussed with identification of nursing diagnosis and a plan of care for a priority diagnosis (Porth & Matfin, 2009, p. 716).

The respiratory system plays a very important role in the body. It has many functions. Its major role is gaseous exchange. It is involved in regulating blood pH and controlling blood pressure, and plays an important role in the non-specific immune responses. Every living cell in the body requires oxygen for cellular respiration and generates carbon dioxide as waste products (Knight & Nigam, 2008, p. 24).

The very act of breathing air entering and exiting the lungs is called pulmonary ventilation. Ventilation moves air into and out of the lungs. There are two phases of ventilation, inspiration and expiration. Inspiration is the active phase and involves the movement of muscles and the thorax to bring air back in the lungs. Expiration is the passive phase, moving air out of the lungs. During respiration, gas is exchanged between the atmospheric air in the alveoli and blood that is in the capillaries (Taylor, Lilis, LeMone, & Lynn, 2011, p. 1351).

Emphysema is a loss of lung elasticity and a decrease in alveolar surface area due the damage of the alveolar walls and the enlargement of air spaces distal to the terminal bronchioles. Loss of lung flexibility can distress both the alveoli and the bronchi. Flexibility is lost as a result of destruction of the elastin and collagen fibers found throughout the lung from products produced by activated alveolar macrophages. In over 80% of cases, emphysema occurs after years of smoking. Components of cigarette smoke directly change the structure of the elastic molecules. As a result of the loss of flexibility, air passages and alveoli collapse, dropping ventilation. Airways collapse mainly on expiration because normal expiration occurs as a result of passive response after inspiration. If there is no passive drawback, air is trapped in the lung and the airways collapse (Corwin, 2008, p. 510).

Emphysema is a type of chronic obstructive pulmonary disease (COPD). COPD is characterized by chronic and recurrent obstruction of airflow in the pulmonary airways. In COPD, the airflow limitation is both progressive and associated with an abnormal inflammation of the lungs to noxious particles or gases. Because of the chronic inflammation and the body’s attempts to repair it, changes and narrowing occur in the airways (Smeltzer, Bare, Hinkle & Cheever, 2010, p. 602). COPD affects around 80 million people worldwide, and killed three million people in 2005. Emphysema, chronic bronchitis, and asthma are the most common forms of COPD, and often co-exist. A person with COPD experiences dyspnea, sputum production, cough, and wheeze. These respiratory symptoms are accompanied by fatigue, weight loss, sleep disturbances, anxiety and depression (Gullick, J., & Stainton, M.C., 2008, p. 606).

Emphysema is characterized by a loss of lung elasticity and abnormal enlargement of the airspaces distal to the terminal bronchioles, with destruction of the alveolar walls and capillary beds. Enlargement of the airspaces leads to hyperinflation of the lungs and produces an increase...
Charts and Tables

- When charts or tables flow from one page to the next, make sure the top line/header appears on subsequent pages.
- When using a chart, table or other graphic from another source, be sure to include the in-text citation below and to the right of the graphic.
Every paragraph should have at least one reference in a research paper. The information you are writing about generally comes from sources other than yourself so you must give credit to those sources.

Your citation can be added at the end of the sentence or paragraph that requires credit (Richardson, 2007, p. 4).

Or it can be included within the sentence, for example: Richardson (2007, p. 4) states it is much easier to complete your reference page as you read the resources you intend to use in your paper.


The first time an abbreviation is used, it should be spelled out, followed by (abbreviation) in parentheses. Example: Center for Disease Control (CDC). Any subsequent uses only need the abbreviation.
Citing within the paper

- If the Reference page is completed as sources are used, then citing within the paper is easy.
  - Use the author, year published, and page number(s). Example: (Walker, 2007, p. 6)
  - Two authors-always use both authors. Example: (Walker and Allen, 2004, p. 6)
  - Three authors to seven-use all the first time. Subsequent times: First author et al., year, page#
    Example: (Walker, et al., 2006, p.6)
  - Use the table on page 177 of the APA Publication Manual or in the APA guide for additional examples.
The title References should be centered on the first line of the page. If only one reference is used, omit the “s”.

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

List the references in alphabetical order by the first author listed.

Within the citation, always list the authors in the order they are listed on the title page of the book or at the beginning of a journal article.

Never change the order to make them alphabetical. They are listed in a specific order based on information contributed and levels of responsibility.

Groups, corporations or associations may be used as an author, if there is no personal author.

If the name of the publisher is the same name as the author, then you only need to use the word Author in the publication section.

Double check that all references on the reference page have been used in the paper and all references used in the paper are included on the reference page.
References


Lippincott’s Williams & Wilkins. (2012). *Empysema.* Retrieved from
Generally, all references follow a basic format.

- **Book**
  

- **Movie**
  

- **Journal**
  

- **Website**
  
  Author. (Year). *Title of information*. Retrieved from: website url
If there are two references with the same author but different years, list them with the most recent year first.


If they are the same author and year, look next at the article title & list alphabetically.

Referencing Books

Author. (Year). Book title (edition #). City, State abbreviation: Publisher.

› The city and state is where it is published. All cities now require the state.
› Your citation information should come from the book’s title page and its verso (back).
› Use your syllabus as a source for reference examples.

Example:

Referencing Movies

Producer and Director. (Year). Movie title [Format].
Country: Corporation.

› Use the producer(s) and director(s) names in the author spot.
› Include the format in brackets of audio-visual materials following the title.
› Popular, theatrical releases are considered [Motion picture]. Healthcare related instructional “movies” are considered either [DVD] or [VHS].
› The place of publication includes the country only, no city and state.

Example:
Referencing Websites

Author. (Year). Title. Retrieved from URL

- If no clear personal author is present, is there an organization name affiliated with the copyright date? A business?
- Use black ink only for URLs. URLs should not be underlined. Break a URL rather than placing a whole URL on a separate line.
- If you are citing an entire website in the body of your paper, you can simply include the URL of the website in parentheses within your writing. If you are citing a specific idea, fact, document or quote, you need to create an in-text and reference citation both.

Example:

Referencing Journals


› In referencing periodicals, italicize the journal title and volume number only.
› A volume number of a journal generally refers to a year's worth of issues. An issue number generally refers to all of the separate journals published weekly, monthly, quarterly, etc. within a volume (year).
› Always include the volume number. Include the issue # if each issue begins with page 1.
› If the periodical is paginated per volume (rather than issue), continuously throughout the entire volume year, then the issue is not necessary.

Example:
Whether your article is found online or in print, if a doi # (digital object identifier) is included, add it to at the end of the reference.
Helpful Hints

- Remember if you are questioning a resource – should you use it or have a question about paraphrasing, remember to talk to your instructor – she is the one with the red pen. They can also give you good practical advice.

- Once you have a corrected paper in APA format, save it and use it as a template for future papers.

- Come to the library, we can help you find and cite your resources.
2 points for paraphrasing
2.5 points for APA
0.5 point for following directions
References


- English Department: Purdue University. (2018). The Purdue online writing lab (OWL). Retrieved from Purdue OWL: Paraphrase Exercises
